

Iowa Hawkeyes

The University of Iowa Carver-Hawkeye Arena Iowa City IA 52242-1020 Ph: 319-335-9320

January 25, 2012

Tyler Barnes 60 Jefferson St #7 North Liberty, IA 52317

# Dear Tyler:

I am pleased to offer you an interim temporary position as Football Administrative Assistant with the Iowa Athletics Department beginning January 17, 2012. Your employment is contingent upon completion of a successful credential check and a successful criminal background check. Abiding by the rules and regulations by which we must conduct our athletics programs is also a condition of employment.

Your appointment classification is Miscellaneous Professional (PZ01) and your position is classified as temporary "at will." Employment is contingent on continued positive performance. For salary purposes, the term of this temporary appointment is defined as January 17, 2012 through January 16, 2013 at an <u>annual</u> salary of \$32,000 at 100% effort. This equates to a rate of pay in the amount of \$15.33 per hour for eight (8) hours per University workday.

Temporary employees are paid via biweekly payroll. Temporary employees who work in excess of 1040 hours per fiscal year are limited to one year of employment. Second year extension requests are at the discretion of the Department of Athletics and are subject to University approval through the Office of Equal Opportunity & Diversity.

This appointment does not include the University's regular employee benefits. Under this temporary status, if you are continuously employed by the University for six months or longer, state law requires that IPERS be withheld from your paycheck. This will happen automatically.

As a condition of employment, you will be required to receive all payments by direct deposit. You may sign up for direct deposit on the University self service web site shortly after you begin your appointment.

As a UI staff member, you are required to participate in sexual harassment prevention education during the first two months of employment (by March 17, 2012). You can satisfy this requirement by registering for and completing an instructor-led session or specifically designated online courses.

Name January 25, 2012 Page 2

I am enthusiastic about your joining our professional staff and look forward to working with you. To indicate your acceptance of this position, please sign and date below and return via fax to (319) 335-9333.

Sincerely,

Paul Federici

Director of Football Operations

ln

Accepted by:	Date: 1/27	1/12
--------------	------------	------



# Jobs@UIOWA - Human Resources Pre-Interview Report #3302202

#### **Attachments**

Attachment Type	Uploaded By	Last Updated Description	
2 Correspondence(0)	CURTIS, MARY COLLEEN	06/28/2012 Justification Memo	
	Refresh Pa	age Attachment Help	

### Pre-Interview Basic Information

Requisition # 61036(Ad | Requisition ) Org# 08

Dept # 0425 Dept Name Intercollegiate Athletics Job Code

PNB<sub>2</sub> COMPLIANCE COORDINATOR Title Position Number

00040620 Pay Grade 3B

Phone Interviews will not be conducted. On Campus Interviews will be conducted. Off Campus Interviews will not be conducted.

This is intended to be the last round of interviewing.

Explanation of how related experience was defined:

Related experience was defined as NCAA Division I compliance experience. Years were calculated based on effort (fullitime vs parttime). Total years of experience included compliance work at other NCAA/NAIA levels.

Explanation of how related education was defined:

Required: Bachelor's Degree in any field.

Preferred: Juris Doctorate

Explanation of how equivalent education and experience was defined:

Not needed for this search.

Workflow Status Complete (Through Workflow)

#### **Workflow Routing**

Seq#	Approval Date	Approver	Approval	Routing	Status	Comments
3	06/29/2012	MODESTOU, JENNIFER ANN	May Approve	EQUAL OP & DIV	·	Sue Buckley satisified w/ the Conflict of Interest Mgmt. Plan In place for the search as of
1	06/28/2012 06/28/2012 06/28/2012	BARTA, GARY ALLEN CURTIS, MARY COLLEEN CURTIS, MARY COLLEEN Key to above "Status" Column:	May Approve Required Required	DEANS GROUP DEPT INITIATOR	Y Y Y	6/29/2012.
		N Not Approved V Voided		RI	Approved Requested Returi Tacit Approval	ned

#### Pre-Interview Report

Show/Hide Equal Opportunity and Diversity's Rating Legend

Candidates highlighted in yellow have been chosen to interview.

Candidates highlighted in light purple have been chosen to interview for the first time.

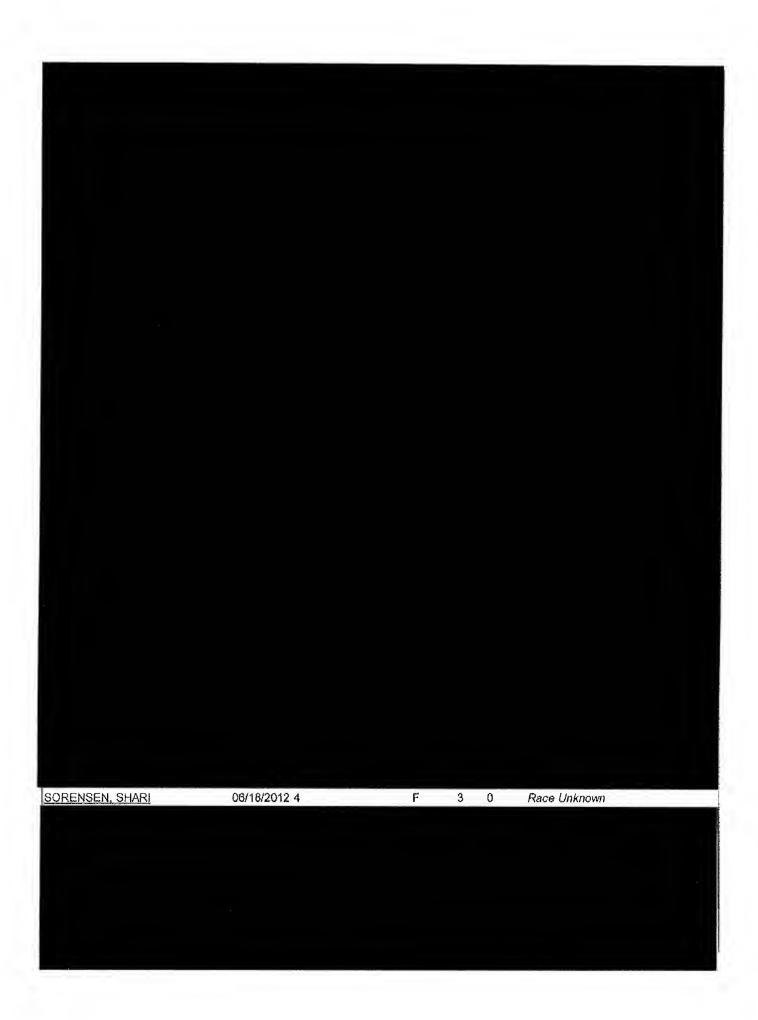
Candidates with the Gender value Italized means they filled it on the Self Identification Form.

Candidates with a (C) at the end of their name have been marked for a possible conflict of interest.

To edit the applicant's ratings, please click on the "edit icon" located beside the applicant's name.

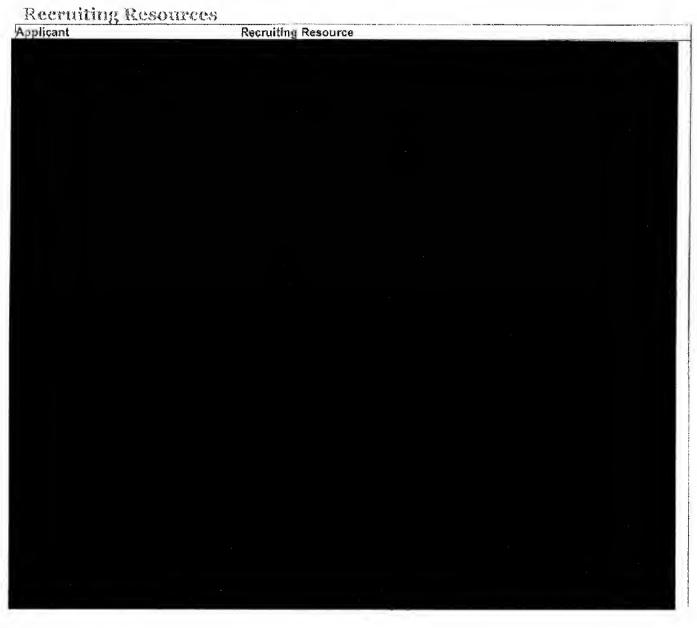
<u>Applicant</u>	<u>Date</u> <u>Appl.</u> Received	Rating of Rel.  Exper. Exper.	Type Gender of Action Appl	Race Code	Age 40 or Over
------------------	---	-------------------------------	----------------------------------	--------------	-------------------

ASPELMEIER, DAVID WAYNE 06/14/2012 2 11.5 11 M 2 MIMS, MONICA (C) 06/17/2012 2 2 3 F Rating of Rel. Exper. Total Years Gender of Action Code Date Age 40 or Over Applicant Appl. Received



New Supplemental Report

	Total	Hispanic or Latino	Two or more Races	American Indian or Alaska Native	Aslan	Black or African American	Native Hawalian or other Pacific Islander	White	Race Unknown	Male	Female	Gender Unknown
Total Applicants						August 1990						
#	64	1	2	O	0	2	0	37	23	48	13	3
Total Applicants												
%	64	1.6	1.6	0.0	0.0	3.1	0.0	57.8	35.9	75.0	20.3	4.7
I-View Recommended #	5	o	1	0	0	0	0	3	1	3	2	0
l-View Recommended												
%	5	0,0	1.6	0.0	0.0	0.0	0.0	4.7	1.6	60.0	40.0	0.0







# IOWA HAWKEYES

The University of Iowa Carver-Hawkeye Arena Iowa City IA 52242-1020 Ph: 319-335-9320 Fax: 319-335-9333

June 27, 2012

To: Jennifer Modestou, EOD

From: Mary Curtis, Chair

Associate Director of Athletics for HR/Compliance

Re: Associate Director of Compliance

Req. # 61036

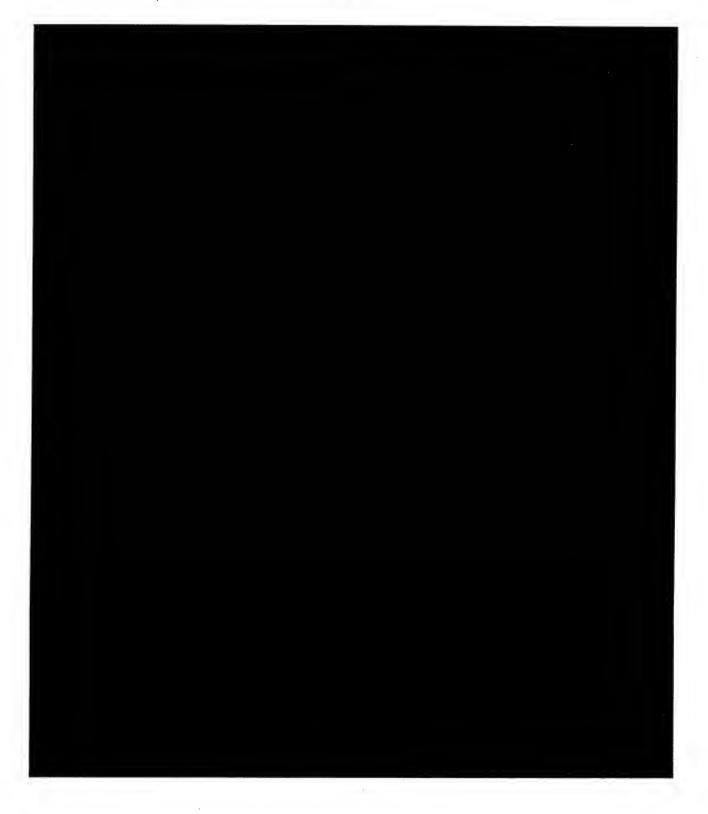
The Department of Athletics would like permission to interview the following individuals for the position of Assistant Director of Compliance:

# David Aspelmeier – Compliance Assistant, University of Iowa (Rating: 2)

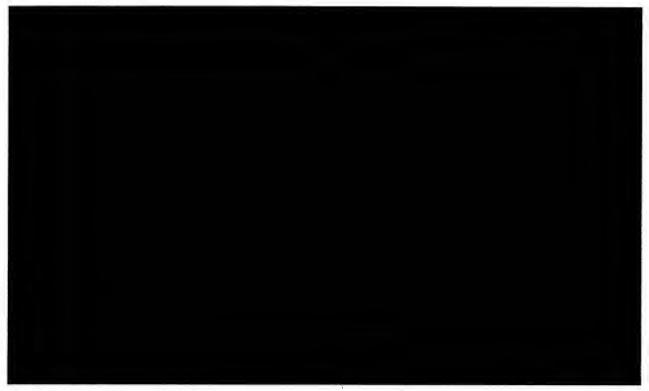
- Meets all of the required and some of the preferred qualifications
- Excellent references
- Does not have Juris Doctorate degree but does have MA in Education
- Has progressive compliance experience at University of Iowa as On-campus Recruiting Coordinator (June 1996 to July 1998), Compliance Assistant (August 1998 to April 2001), Associate Director of Compliance (May 2001 to June 2007) and then re-entered the field as Assistant Director of Compliance (December 2011 to present).
- Has strong communications and interpersonal skills

# Monica Mims -Assistant Director of Compliance, University of Southern California (Rating: 2)

- Meets all of the required and some of the preferred qualifications
- Excellent references
- Has Juris Doctorate degree May 2010
- Has progressive compliance experience as Graduate Intern at Iowa (August 2009 to May 2010), as a fulltime NCAA Eligibility Center Post-Graduate Intern (June 2010 to March 2011), and as an Assistant Director of Athletic Compliance at USC (April 2011 to present).
- Has additional experience of working at the NCAA's national office and Eligibility Center
- Has special experience of working for a major institution that is on NCAA probation which requires additional compliance measures and heightened scrutiny
- Has excellent communications and interpersonal skills



At this time, the Search Committee is not interested in interviewing the following candidates with a similar rating:



The following candidate has veteran's preference:



Please let me know if you have additional questions. Thank you for your assistance.

# THE UNIVERSITY OF LOWA

# Jobs@UIOWA - Human Resources

# Pre-Interview Report #3314076

#### Attachments

Attachment Type	Uploaded By	Last Updated Description
Correspondence(0)	CURITS, MARY COLLEEN	· 07/10/2012 Justification Memo
	Refresh P	age Attachment Help

#### Pre-Interview Basic Information

Regulation # 61036(Ad | Requisition ) Org # 08

Dept # 0425 Dept Name Intercollegiate Alhletics

Job Code PNB2 Title COMPLIANCE COORDINATOR

Position Number 00040620 Pay Grade 3B

Phone Interviews will not be conducted.
On Campus Interviews will be conducted.

Off Campus Interviews will not be conducted.

This is intended to be the last round of interviewing.

Explanation of how related experience was defined:

Division I compliance experience, prorated depending on fulltime/parttime nature of position.

Explanation of how related education was defined:

Bachelor's Degree

Explanation of how equivalent education and experience was defined:

Bachelor's Degree

Workflow Status Complete (Through Workflow)

#### **Workflow Routing**

Seq#	Approval Date	Approver	Approval	Routing	Status	Comments
3	07/10/2012	MODESTOU, JENNIFER ANN	May Approve	EQUAL OP & DIV	Y	
2	07/10/2012	BARTA, GARY ALLEN	May Approve	DEANS GROUP	Υ	
1	07/10/2012	CURTIS, MARY COLLEEN	Required	DEPT	Υ	
lo O	07/10/2012	CURTIS, MARY COLLEEN	Required	INITIATOR	Y	
		Key to above "Status" Column:		Y Ap	proved	
		N Not Approved		R Re	quested Return	ed
		V Voided		T Tax	it Approval	

#### Pre-Interview Report

Show/Hide Equal Opportunity and Diversity's Reting Legend

Candidates highlighted in yellow have been chosen to interview.

Candidates highlighted in light purple have been chosen to interview for the first time.

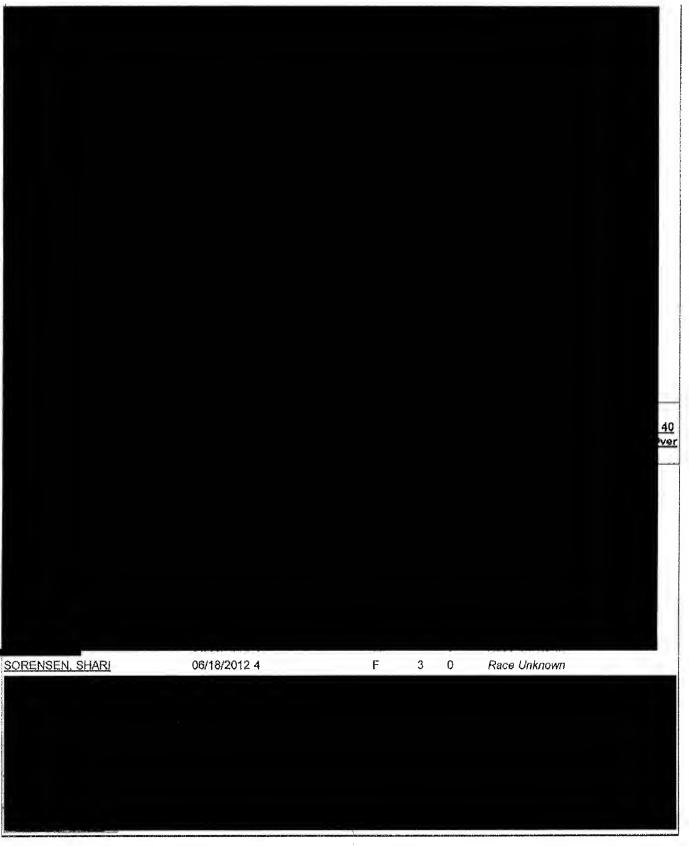
Candidates with the Gender value italized means they filled it on the Self Identification Form.

Candidates with a (C) at the end of their name have been marked for a possible conflict of interest.

To edit the applicant's ratings, please click on the "edit icon" located beside the applicant's name.

Applicant	Date Appl. Received	Rating	Years of Rel. Exper.		Gender	Type of Appl	Action	Race Code	Age 40 or Over
ASPELMEIER, DAVID WAYNE	06/14/2012	2	11.5	11	M	2	5		

2 3 F 1 3 MIMS, MONICA (C) 06/17/2012 2 Total Rating of Rel. Exper. Total Years Gender of Appl Action Code <u>Date</u> <u>Appl.</u> Received Age 40 or Over Applicant

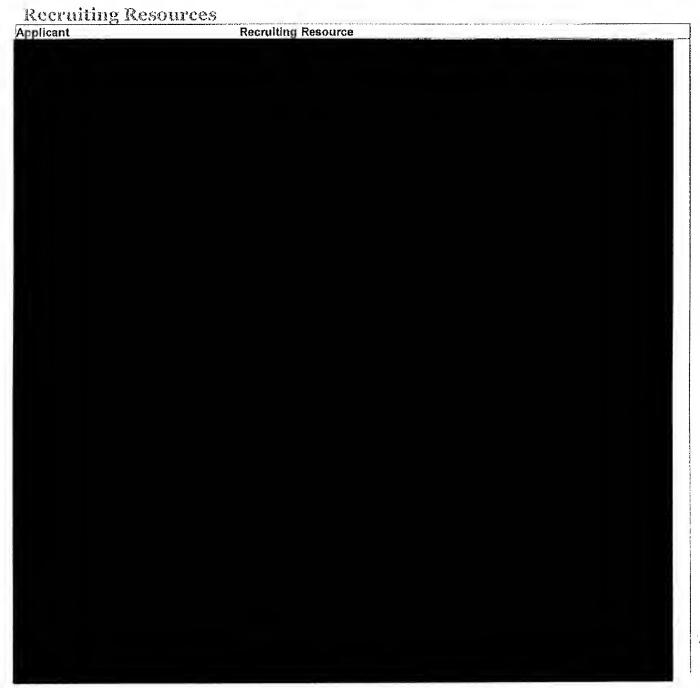


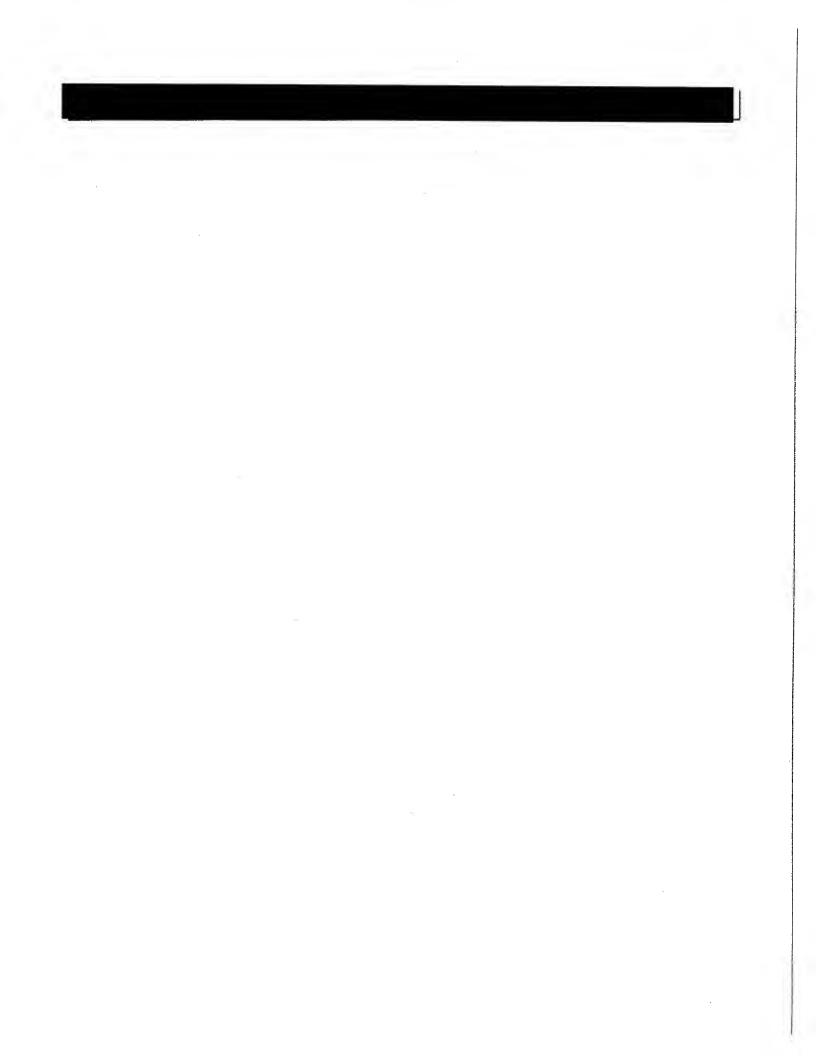
New Supplemental Report

Total Hispanic Two or American Asian Black or

Total Hispanic Two or American Asian Black or Native White Race Male Female Gender

		or Latino	more Races	Indian or Alaska Native		African American	Hawaiian or other Pacific Islander		Unknow	n		Unknown
Total Applicants #	64	1	2	0	0	2	0	37	23	48	13	3
Total Applicants %	64	1.6	1.6	0.0	0.0	3.1	0.0	57.8	35.9	75.0	20.3	4.7
I-View Recommended #		0	1	0	0	0	0	1	1	2	1	0
# I-View Recommended %	3	0.0	1.6	0.0	0.0	0.0	0.0	1.6	1.6	66.7	33,3	0.0







# IOWA HAWKEYES

The University of Iowa Carvor-Hawkeye Arena Iowa City IA 52242-1020 Ph: 319-335-9320

Fax: 319-335-9333

July 10, 2012

To:

Jennifer Modestou, EOD

From: Mary Curtis, Chair

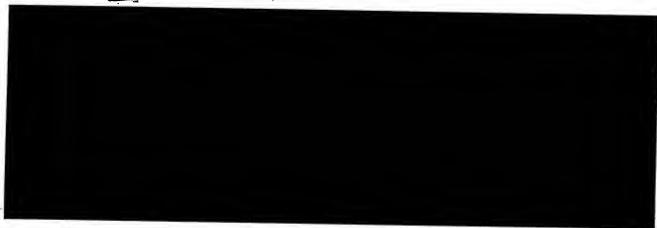
Associate Director of Athletics for HR/Compliance

Re:

Associate Director of Compliance

Req. # 61036

The Department of Athletics would like permission to invite for an on-campus interview. We were given permission earlier to invite five candidates but three of the five have withdrawn. If accepts, it will give us a third quality candidate.

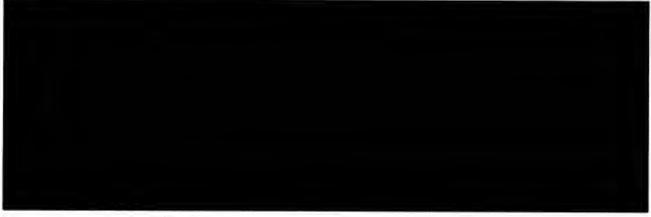


The following candidates have already been approved and are scheduled for interviews:

Monica Mims -Assistant Director of Compliance, University of Southern California (Rating: 2)

- Meets all of the required and some of the preferred qualifications
- Excellent references
- Has Juris Doctorate degree May 2010
- Has progressive compliance experience as Graduate Intern at Iowa (August 2009 to May 2010), as a fulltime NCAA Eligibility Center Post-Graduate Intern (June 2010 to March 2011), and as an Assistant Director of Athletic Compliance at USC (April 2011 to present).
- Has additional experience of working at the NCAA's national office and Eligibility Center

- Has special experience of working for a major institution that is on NCAA probation which requires additional compliance measures and heightened scrutiny
- Has excellent communications and interpersonal skills

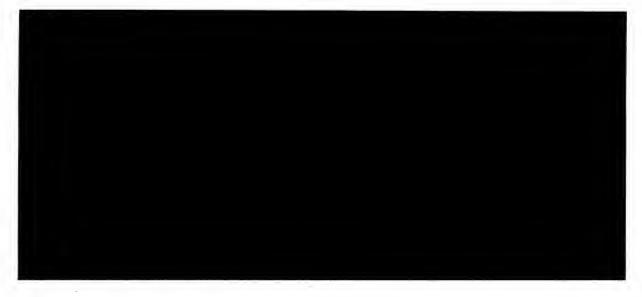


The following approved interviewees have withdrawn:

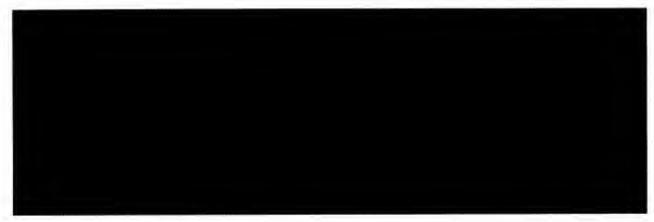
• David Aspelmeier - Compliance Assistant, University of Iowa (Rating: 2)



At this time, the Search Committee is not interested in interviewing the following candidates with a similar rating:



The following candidate has veteran's preference:



Please let me know if you have additional questions. Thank you for your assistance.



# Jobs@UIOWA - Human Resources

# Search and Selection Summary #3321857

#### Attachments

Attachment Type	Uploaded By La	st Updated Description
Wighter Letter(0)	NEU,LORG A	07/18/2012 draft offer letter
V Justification(0)	NEU,LORY A	07/18/2012
	Refresh Page	Attachment Help

### Recommended Candidate: MONICA MIMS

Requisition #	61036(Ad   Requisition )	Org #	08
Dept #	0425	Dept Name	Intercollegiate Athletics
Job Code	PNB2	Title	COMPLIANCE COORDINATOR
Position Number	00040620	Pay Grade	38
Working Title	ASSOCIATE DIRECTOR OF	COMPLIANCE-ATHL	ETICS
# Applicants	64	Percent Time	100
Annual Salary	\$47,000.00 - \$53,000.00 ove	r 12 months	
Anticipated Start Date	08/01/2012		
Candidate will not be appoin	nted to a faculty appointment.		
	to Compensation and Classificati	on for Salary Justifica	ation.
References have been chec	жея.		
Appointment Type	Existing P & S Position Requ	iisition	
Workflow Status	Camplete (Through Workflow	v)	
*** This form has been cha	anged. To view changes, please	click here ***	

# Workflow Routing

Seq#	Approval Date	Approver	Approval	Routing	Status	Comments
3	07/19/2012	MODESTOU, JENNIFER ANN	May Approve	EQUAL OP & DIV		Salary range updated per email from Mary Curtis.
2	07/18/2012	BARTA, GARY ALLEN	May Approve	DEANS GROUP	Y	•
1	07/18/2012	CURTIS, MARY COLLEEN	Required	DEPT	Y	
jo	07/18/2012	NEU.LORI A	Required	INITIATOR	Y	
		Key to above "Status" Column:	•		pproved	
		N Not Approved V Voided			equested Return soit Approval	ned

# Applicant List

Show/Hide Equal Opportunity and Diversity's Rating Legand

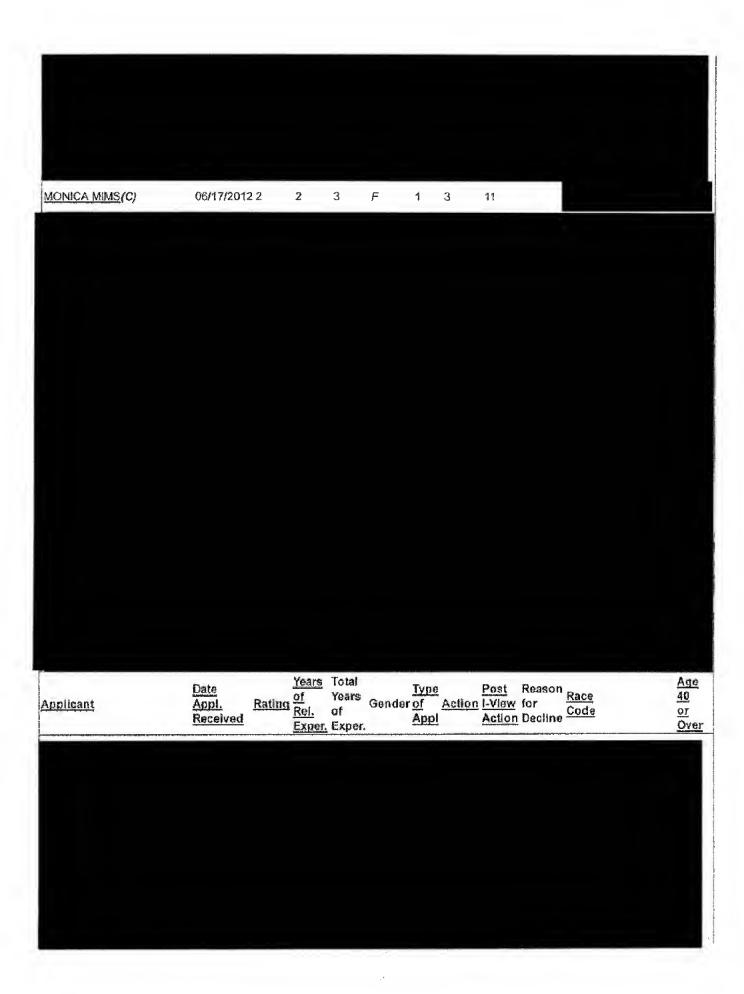
Candidates highlighted in yellow have been chosen to interview.

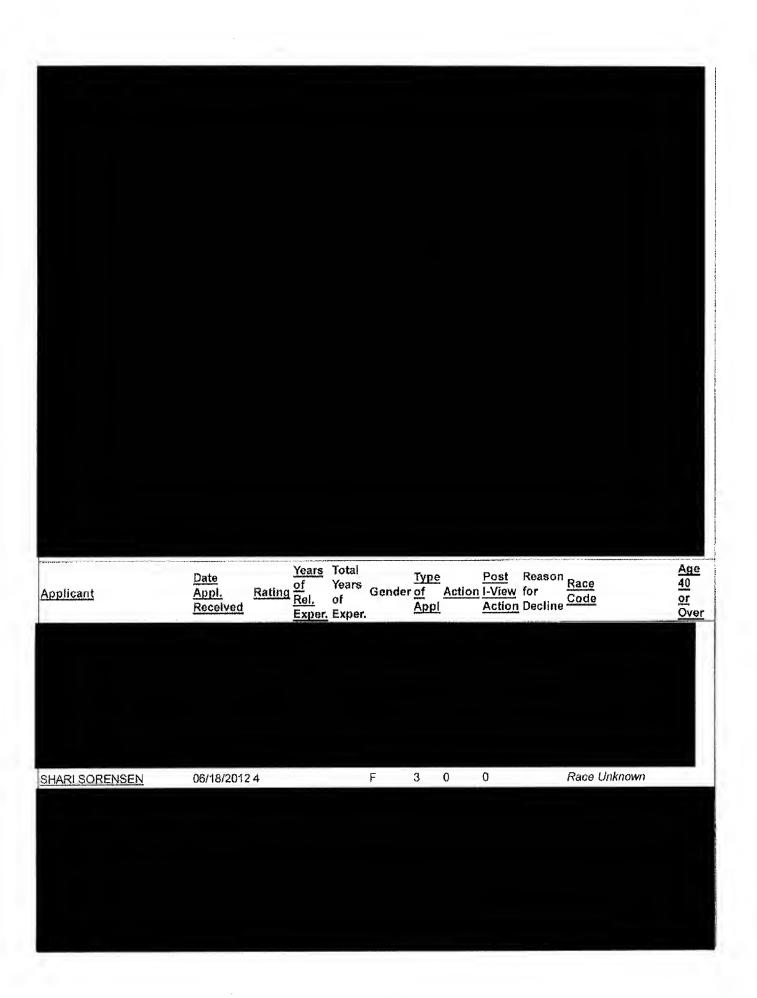
Candidates with the Gender value italized means they illied it on the Self Identification Form.

Candidates with a (C) at the end of their name have been marked for a possible conflict of interest.

To edit the applicant's ratings, please click on the "edit icon" located beside the applicant's name.

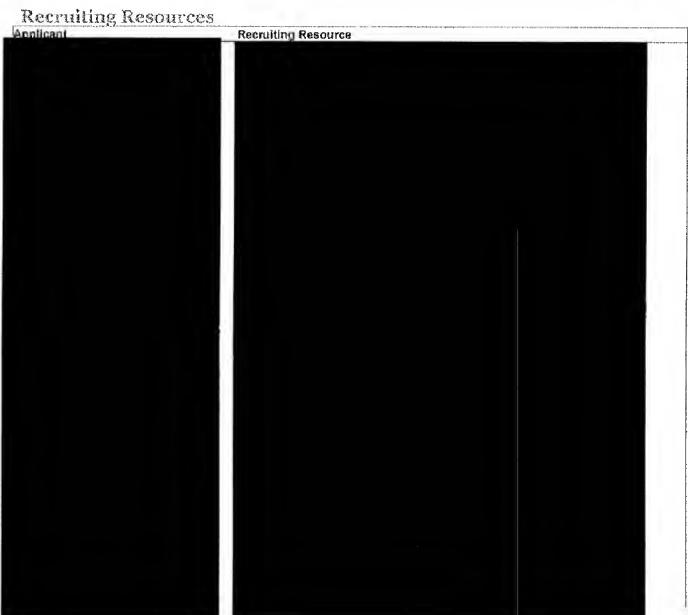
<u>Applicant</u>	<u>Date</u> <u>Appl.</u> <u>Received</u>	Rating	Years of Rel. Exper.	Of	Gender	Type of Appl	Action	Post I-View Action	Reason for Decline	Code	Age 40 or Over
DAVID WAYNE ASPELMEIER	06/14 <i>/</i> 2012	2	11.5	11	М	2	5	0			

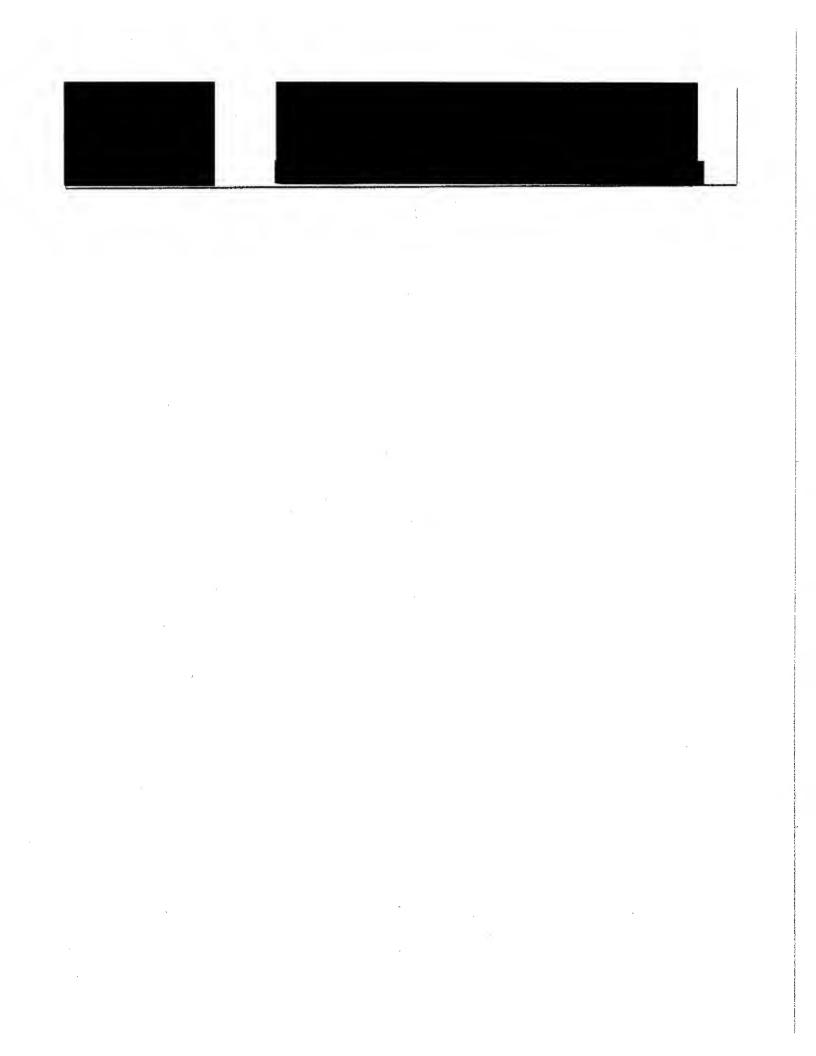




New Supplemental Report

	Totai	Hispanic or Latino	Two or more Races	American Indian or Alaska Native	Aslan	Black or African American	Native Hawafian or other Pacific Islander	White	Race Unknown	Male	Female	Gender Unknown
Total Applicants			7,000			THE RESERVE THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	TOTAL CONTRACTOR AND	My				
#	64	1	2	0	0	2	0	37	23	48	13	3
Total Applicants												
%	64	1.6	1.6	0,0	0.0	3.1	0.0	57,8	35.9	75.0	20.3	4.7
I-View Recommended												
#	3	0	1	. 0	0	0	Q	.1	1	2	1	0
l-View Recommended												
%	3	0.0	1.6	0.0	0.0	0.0	0.0	1.6	1.6	68.7	33.3	0.0







Iowa Hawkeyes

The University of Iowa Carver-Hawkeye Arena Iowa City IA 52242-1020 Ph: 319-335-9320 Fax: 319-335-9333

July 18, 2012

DRAFT

Monica Mims 601 East 2nd St., Apt 326 Los Angeles, CA 90012

#### Dear Monica:

I am pleased to offer you the position of Associate Director of Compliance (University classification: Compliance Coordinator - PNB2) in the Iowa Athletics Department. Your starting date will be August 1, 2012, your salary will be [\$47,000-52,000] per year, and you will be eligible to receive University benefits described below. Your employment is contingent upon completion of a successful credential check and a successful criminal background check. Abiding by the rules and regulations by which we must conduct our athletics programs is also a condition of employment.

The University of Iowa offers a full array of benefits for Professional and Scientific staff that add considerably to the value of your total compensation. University employees are able to select between various benefits options, to best suit your personal needs. Options include a choice of retirement plans. Serious consideration must be given to choosing a retirement plan because your choice of a retirement plan is an irrevocable decision that must be made within 60 days of your hire date. The University has two retirement plans from which you may choose, both with generous University contributions. You may choose to participate in either the Iowa Public Employees Retirement System (IPERS) plan or the University Funded Retirement Plan through Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF). The IPERS plan is a Defined Benefit plan and retirement income is determined by a formula based on your years of service and salary earned. The TIAA-CREF plan is a Defined Contribution plan and retirement income depends upon your individual retirement investment returns. If you do not select a plan within the 60 day window, you will automatically be enrolled in IPERS. The University Benefits Office will be sending you additional information about these plans and a Retirement Plan Election Form following your acceptance of this offer.

Your benefit options also include medical and dental insurance, life insurance, disability insurance, and health care and dependent care spending accounts. Insurance coverage is available for you, your spouse or domestic partner, and your children. You will also be eligible for vacation and sick leave.

Detailed information regarding University benefits may be obtained from the Benefits web site at <a href="http://www.uiowa.edu/hr/benefits/">http://www.uiowa.edu/hr/benefits/</a>. Any questions concerning the benefit programs may be directed to the University Benefits Office (319-335-2676)

As a condition of employment, you will be required to receive all payments by direct deposit. You may sign up for direct deposit on the University self service web site shortly after you begin your appointment. http://hris.uiowa.edu/selfservice/.

Also, The University of Iowa will pay up to \$2,500 toward your moving expenses to Iowa City. The University has a contract with several national moving companies and our Business Office will contact you with further information. If you choose not to utilize the moving company, we can reimburse you for rental of a moving truck and gasoline expenses.

This position is eligible for career status pending completion of a period of probation during which your performance is evaluated against the department's standards. Based on your classification, your probationary period will be 24 months.

As a UI staff member, you are required to participate in sexual harassment prevention education during the first two months of employment (by October 1, 2012). You can satisfy this requirement by registering for and completing an instructor-led session or specifically designated online courses.

I am enthusiastic about your joining our professional staff and look forward to working with you. To indicate your acceptance of this position, please sign the copy attached and return to me. Following your employment date, you will be provided additional information about the University's fringe benefit program, but if you have questions at this time, please contact Staff Benefits at (319) 335-2676.

# Definition of the Relationship of Professional and Scientific Staff Members to The University of Iowa

AT-WILL STATUS applies to a staff member whose administrative, policy-making, or other responsibilities makes it inappropriate to confer career status upon them in the position.

**CAREER STATUS** carries specific employee rights related to grievance, re-employment, and termination notice provisions. For example, if your position is eliminated because of reorganization or lack of funding, the length of written notice to which you are entitled will be based on your career status date.

**PROBATIONARY STATUS** is that time during which a staff member's performance is evaluated to determine whether the staff member is demonstrating the capacity for continued performance at a level necessary to meet the department's or unit's standards set for the position.

**TERM STATUS** is a specific term of appointment that is not to exceed the period designated. That period may be up to three years and may be extended.

**TEMPORARY STATUS** is a continuous "at-will" appointment of not more than one year to meet an emergency or temporary need of the University.

For more detailed information please refer to the University Operations Manual, <u>III-3.1</u>, <u>Policy to Define the Relationship of Professional and Scientific Staff Members to The University of Iowa</u>.



# IOWA HAWKEYES

The University of Iowa Carver-Hawkeye Arena Iowa City IA 52242-1020 Ph: 319-335-9320 Fax: 319-335-9333

July 17, 2012

To:

Jennifer Modestou, EOD

From:

Mary Curtis, Chair-Associate Director of Athletics for HR/Compliance

Nancy Parker, Associate Director of Compliance Pete Gray, Associate Director of Compliance Mel Sanders, Associate Director of Compliance

Jack Dahm, Head Baseball Coach Ellie Herman, Faculty Athletics Rep Gene Parkln, Faculty Athletics Rep

Re:

Associate Director of Compliance

Req. # 61036

The Department of Athletics requests permission to offer the Associate Director of Compliance position to Monica Mims. The salary range for this offer is \$47,000 to \$52,000.

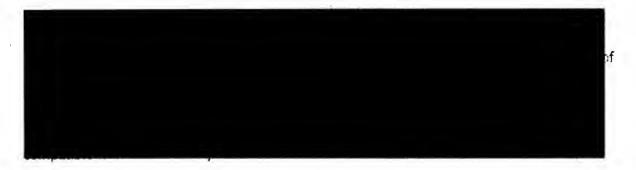
Both the Search Committee and the Director of Athletics are aware that this candidate presents a conflict of interest employment situation. Steps were taken early in the search process to remove the related employee from the search process. In spite of this potential conflict, the Search Committee's recommendation was unanimous in its recommendation and placed Ms. Mims well in front of her fellow interviewees due to her unique professional experiences and skill set. After consultation with the Director of Athletics, we are making this request, fully understanding the institution's expectations regarding a viable management plan for this employment conflict.

# Monica Mims -Assistant Director of Compliance, University of Southern California

The consensus was that Ms. Mims is the most qualified and the best fit. The combination of experiences that placed her ahead of the other interviewees was her (a) Juris Doctorate degree, (b) NCAA employment experience with an emphasis on the Eligibility Center - dealing primarily with initial eligibility, NLIs and amateurism issues, (c) employment experience at a major institution with high profile sports/coaches while the institution was on probation and (d) presentation and interpersonal skills. She has the greatest potential of those interviewed to significantly impact our compliance operation and Athletics Department. During her interview, she was knowledgeable and articulate regarding regulations and process, professional in her

comportment and demeanor, and was by far the best presenter of the interviewees. She was able to articulate how each experience - from being a Division I student-athlete through a variety of compliance and administrative internships to her current position at USC - developed her philosophy, knowledge, interpersonal skills, work style, and decision-making protocol. She possesses a valuable professional network and has special insight from working for an institution that was required to establish and enforce new structure, policies, protocols, and enhanced scrutiny of its high profile athletes and coaches. She also has strong computer skills, ample experience with the NCAA online data management system, and is currently providing leadership in the strategic development of USC Compliance's educational twitter feed, Her various perspectives and communication skills give her the ability to relate well to studentsathletes, coaches, and boosters. Ms. Mims has a strong sense of institutional control due to the combination of her NCAA and campus employment experiences, has experience working under the most extreme conditions of scrutiny and internal control, and has developed a solid approach to exploring inquiries that fall within the gray area of rules and propriety. Of all the candidates, she will provide the best and most integrated fit with institutional core values, principles of institutional control and culture.





If Ms. Mims is offered the position and turns it down, the Search Committee will reconvene to consider its options. Please let me know if you have additional questions. Thank you for your assistance.

# University of Iowa Workflow System

FO Applications Self Service Home HR Applications

HR Transactions **VVorkflov** 

FO Portal / Workflow Options > Appointment Transaction # 3338993 (View Appt History)

# Professional & Scientific Regular Fiscal Appointment Form

#### Attachments

Attachment Type

Uploaded By

Last Updated Description

Offer Letter(0)

NEU,LORIA

08/01/2012

Refresh Page Attachment Help

FULL NAME

**EFFDT** 

ORG DEPT JBCD TITLE

GRD %TM TOTAL\$

MONICA R MIMS

08/13/2012 08

0425 PNB2 Compliance Coordinator

3B 100 53000

JUMP TO:

# [ Job Info P&S Stat MFKs Degrees Personal ]

**APPROVER** SEQ# APPRVDT

APPROVAL ROUTING

STAT COMMENTS

08/03/2012 GARCIA, CONSUELO 3

Permitted Comp and Class Y

2 08/02/2012 KELLY, TOBEY ANN

Permitted Equal Op & Div Y

Y

1 08/02/2012 CURTIS, MARY COLLEEN Required DEPT

Y

1 08/01/2012 ABBOTT,MARK B 08/01/2012 NEU,LORI A

Required DEPT Required INITIATOR

Y

Key to above "STAT" Column:

Not Approved Voided

Y Approved

Requested Returned

T Tacit Approval

#### Effective Dt: 08/13/2012

Org & Department Information

Organization

08 Athl-Intercollegiate Athletics

Department ID

08-0425

Jobcode / Title / Paygrade

PNB2/Compliance Coordinator/3B Position Number

00040620

View Function Family Info **Patient Care Flag** 

Blood Borne Pathogen RiskNO

#### Affirmative Action

Search required. Formal search conducted. Search and Selection Summary, salary rate, and offer letter approved by central administration and the Office of Equal Opportunity and Diversity.

**Requisition Number** 

61036

**Employee Class** 

Employee

**P&S Status** 

Probationary

P&S End Date

08/12/2014

Percent Time

100%

### **NEW MFK INFORMATION:**

(top)

Total Compensation: 53000 (divided into 12 MONTHLY payments)

FND	ORG	DEPT	SDEPT	GRANTPG	IACT	OACT	DPACT	FN	CCTR	Anni\$	Pct/TtlMONTHLY \$
1	08	0425	36280	00000000	5202	000	00000	00	0000	53000.04	100 4416.67

# Furlogh Information:

is this a furlough hire?

NO

Attachment Information:

Offer Letter

YES

	,			YES		
Background Check Requ	ired					YES
Background Check Com	plete					NO
Remarks						
Education Information						(top)
All credentials (degrees,	certifications, lice	nses) re	lated to	this hire or the	setting of	salary must be
verified. Contac	ct <u>Judie Hermsen</u> v	with que	stions r	egarding degree Verification	es and ncer Veril	ises. lication
# Degree	Institution		Year	Required		plete
1 Bachelor of Arts	University of Iowa		2007	YES	YES	
2 Juris Doctor	University of Iowa		2010	МО	NO	
3	I tanana Trons	1 1- 4	Chata	NO Expr Data	NO Reg'd?	Verified?
	License Type	Lic#	State	Expr. Date	NO NO	NO
1 2					NO	NO
3					NO	NO
Conflict of Interest In	Employment:					
Yes There is a conflict of in-		gement j	olan has	NOT been filed.		
General Information						(top
(Employee Exist	ts On System)			Employee ID N	lumber:	
			'		Geno	IerFEMALE
Last Name MIMS					Marital Stat	usSINGLE
Last Name MIMS First Name MONIC	'A			1	Mai ital atar	
	:A					OB
First Name MONIC						OBB
First Name MONIC Middle R Hispanic or Latino Ethnic						OB .
First Name MONIC Middle R						OB.
First Name MONIC Middle R Hispanic or Latino Ethnic Race	ity	is:		and the Free		
First Name MONIC Middle R Hispanic or Latino Ethnic Race Disabled?	veteran Statu	18:		and the Free	DO	
First Name MONIC Middle R Hispanic or Latino Ethnic	Veteran Statu	is:		and the Free	Disabled Ve	et?

NQ

# Initiator Information:

Initiator:

information." --

NEU,LORI A

Work Address:

i vas to<sub>r</sub>atorta a

Work Phone:

N411 CHA

319/335-8874

Email:

lori-neu@uiowa.edu

"I attest that I have personally reviewed the supporting documentation of this employee's immigration status and the documentation was used to provide the required appointment

Last Modified By: NEU,LORIA

Last Modified On: 08/01/2012

Status:

Complete (Through Workflow)

HR System Status: YES (ONLINE IN HR SYSTEM)

Draft Date:

08/01/2012

Date In Workflow: 08/01/2012

Complete Date:

08/03/2012

Direct Questions & Suggestions to <a href="mailto:hr-transaction@ulowa.edu">hr-transaction@ulowa.edu</a>
Human Resources is a department in the <a href="mailto:Finance and Operations">Finance and Operations</a> organization. Copyright <a href="mailto:volume="mailto:volume="mailto:hr-transaction@ulowa.edu">volume="mailto:hr-transaction@ulowa.edu</a>
Human Resources is a department in the <a href="mailto:Finance and Operations">Finance and Operations</a> organization. Copyright <a href="mailto:volume="mailto:volume="mailto:hr-transaction@ulowa.edu">volume="mailto:volume="mailto:volume="mailto:hr-transaction@ulowa.edu">volume="mailto:hr-transaction@ulowa.edu</a>
Human Resources is a department in the <a href="mailto:Finance and Operations">Finance and Operations</a> organization. Copyright <a href="mailto:volume="mailto:v

KELLYTA 8:36 AM 01/09/2013



Iowa Hawkeyes

The University of Iowa Carver-Hawkeye Arena Iowa City IA 52242-1020 Ph: 319-335-9320 Fax: 319-335-9333

July 19, 2012

Monica Mims 601 East 2nd St., Apt 326 Los Angeles, CA 90012

### Dear Monica:

I am pleased to offer you the position of Associate Director of Compliance (University classification: Compliance Coordinator - PNB2) in the Iowa Athletics Department. Your starting date will be August 13, 2012, your salary will be 53,000 per year, and you will be eligible to receive University benefits described below. Your employment is contingent upon completion of a successful credential check and a successful criminal background check. Abiding by the rules and regulations by which we must conduct our athletics programs is also a condition of employment.

The University of Iowa offers a full array of benefits for Professional and Scientific staff that add considerably to the value of your total compensation. University employees are able to select between various benefits options, to best suit your personal needs. Options include a choice of retirement plans. Serious consideration must be given to choosing a retirement plan because your choice of a retirement plan is an irrevocable decision that must be made within 60 days of your hire date. The University has two retirement plans from which you may choose, both with generous University contributions. You may choose to participate in either the Iowa Public Employees Retirement System (IPERS) plan or the University Funded Retirement Plan through Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF). The IPERS plan is a Defined Benefit plan and retirement income is determined by a formula based on your years of service and salary earned. The TIAA-CREF plan is a Defined Contribution plan and retirement income depends upon your individual retirement investment returns. If you do not select a plan within the 60 day window, you will automatically be enrolled in IPERS. The University Benefits Office will be sending you additional information about these plans and a Retirement Plan Election Form following your acceptance of this offer.

Your benefit options also include medical and dental insurance, life insurance, disability insurance, and health care and dependent care spending accounts. Insurance coverage is available for you, your spouse or domestic partner, and your children. You will also be eligible for vacation and sick leave.

Detailed information regarding University benefits may be obtained from the Benefits web site at <a href="http://www.uiowa.edu/hr/benefits/">http://www.uiowa.edu/hr/benefits/</a>. Any questions concerning the benefit programs may be directed to the University Benefits Office (319-335-2676)

As a condition of employment, you will be required to receive all payments by direct deposit. You may sign up for direct deposit on the University self service web site shortly after you begin your appointment. http://hris.uiowa.edu/selfservice/.

Also, The University of Iowa will pay up to \$2,500 toward your moving expenses to Iowa City. The University has a contract with several national moving companies and our Business Office will contact you with further information. If you choose not to utilize the moving company, we can reimburse you for rental of a moving truck and gasoline expenses.

This position is eligible for career status pending completion of a period of probation during which your performance is evaluated against the department's standards. Based on your classification, your probationary period will be 24 months.

As a UI staff member, you are required to participate in sexual harassment prevention education during the first two months of employment (by October 13, 2012). You can satisfy this requirement by registering for and completing an instructor-led session or specifically designated online courses.

I am enthusiastic about your joining our professional staff and look forward to working with you. To indicate your acceptance of this position, please sign the copy attached and return to me. Following your employment date, you will be provided additional information about the University's fringe benefit program, but if you have questions at this time, please contact Staff Benefits at (319) 335-2676.

Sincerely,

Mary C. Curtis

Associate Director of Athletics

Mary Clurtio

Accepted by Marica Millian Date: 7-19-2012



# Transaction # 3266519

Requisition #:

61036

Requisition Type:

Existing P & S Position Requisition

Position Number:

Job Function: Audit Compliance Legal & Risk

Job Family:

Compliance

University Classification: Compliance Coordinator ( PNB2 ) the second of th

Pay Level:

Org:

Athletics (08-0425)

# **WORKFLOW ATTACHMENTS**

#### **Attachments**

Attachment Type External Ad(0)

Uploaded By

Last Updated Description

Job Description(0)

NEU,LORI A NEU,LORI A

06/01/2012 06/01/2012

Refresh Page Attachment Help



# This form has been changed. To view changes, please click <u>here</u>

# **POSITION DETAILS**

Percent Time Range:

100

Annual Salary Range: **Proposed Appt Start Date:** 

\$49000.00 to Commensurate

Working Title:

Monday, July 30th, 2012 ASSOCIATE DIRECTOR OF COMPLIANCE-ATHLETICS

**Application Option:** Requisition Purpose:

This requisition is using the online Jobs@UIOWA system. This requisition is intended to be used to hire one individual.

Criminal Background Check:

This requisition's position requires a Criminal Background Check. This requisition's position does not require driving as a part of the job

**Drivers License Required:** 

duties.

### ADVERTISING DETAILS

# ADVERTISING DATES

Proposed Job Line Start Date: Monday, June 4th, 2012 Proposed Job Line End Date: Monday, June 18th, 2012

# DEPARTMENT CONTACT INFORMATION

Department URL:

www.hawkeyesports.com

University Information:

Willie F Mims - INTERCOLLEGIATE ATHLETICS

301 CHA

Phone: 319-335-9598

The Internal Contact's Information will be used on the

Professional Job Line.

Phone information not displaying on the Professional Job Line.

Email Address information not displaying on the Professional Job Line.

Contact Name: Mailing Address: Willie F Mims

Athl-Intercollegiate Athletics

CARVER - HAWKEYE ARENA

1 ELLIOTT DR 301 CHA

IOWA CITY, IA 52242

# JOB DESCRIPTION/REQUIREMENTS

### **Job Duties:**

The University of Iowa is seeking applications for an Associate Director of Compliance to provide assistance to the Co-Directors of Compliance in maintaining day-to-day oversight of a Division I NCAA rules education and compliance program involving 24 sports.

Responsibilities include: NCAA rules interpretations; assist in the investigation and reporting of NCAA violations; assist in the planning, development and implementation of a comprehensive rules education program for internal and external constituents; coordinate the annual certification of student-athletes; assist in the preparation and maintenance of Squad Lists; assist with supervision and the monitoring of recruitment activities; monitor collection process of information on prospective student athletes' academic credentials; oversee the monitoring of athletics-related financial aid; assist in monitoring team travel and related policies; assist in auditing sport team records, e.g. CARA hours, travel limits, class days missed, etc.; assist with overall compliance policy development, reviews, audits and reports; assist in monitoring interns and other compliance support staff; develop self-reports and assist with preparation of NCAA waivers; serve on Athletics Stüdent Services and Compliance Management Team; assist with student athlete educational programming.

# **Education Requirement:**

A Bachelor's degree or an equivalent combination of education and experience is required.

### **Experience Required:**

Reasonable (1-3 years) progressive experience in an NCAA Division I compliance role; demonstrated comprehensive knowledge of NCAA rules, regulations, processes, interpretations, appeals and governance structure; demonstrated commitment to institutional control. Excellent interpersonal and organizational skills; excellent written and oral communication skills. Proficiency in commonly used technological processes such as word processing, spreadsheets, databases, LSDBI, and NCAA CAi.

#### **Desirable Qualifications:**

Juris Doctorate; prior experience in compliance and student athlete educational programming at either the Division I-A level, Conference, or the NCAA; supervisory experience; proven experience in working with high profile intercollegiate sports programs; and a demonstrated familiarity

with social media (web-based and mobile based technologies).

Preference will be given to the candidate that can most effectively meet the administrative and programmatic needs of the Iowa Student Services

and Compliance unit.

#### ONLINE JOB APPLICATION OPTIONS

Application Type:

This job requires basic information, plus a resume

Cover Letter:

A plain text cover letter is required

References:

References must be filled out online during the application process, however, the applicant is only allowed to choose from their professional references.

Number of References: 3

#### **RECRUITING RESOURCES**

Internet Advertising (Websites, Online Journals, Online Newspapers, Listservs - Non University of lowa)

Other 3 (hawkeyesports.com)

Other 2 (National Assn of Athletics Compliance site)

Other 1 (NCAA website)

University of Iowa Sources: Websites, Listservs, Publications, Contacts

UI Departmental website

#### **SEARCH COMMITTEE**

Search Committee Chair:

MIMS, WILLIE FRED

**Departmental Executive** Officer:

BARTA, GARY ALLEN

Search Committee:

ELLEN HERMAN, GENE F PARKIN, JACK DAHM, MEL SANDERS, PETER

V GRAY

**Search Committee Admins:** 

LORI A NEU ,MARY C CURTIS ,NANCY L PARKER

**MISCELLANEOUS** 

**Requisition Status:** 

Closed

#### **ATTACHMENTS**

#### **Attachments**

Attachment Type	Uploaded By	Last Updated Description
<b>₩</b> External Ad(0)	NEU,LORI A	06/01/2012
₩Job Description(0)	NEU,LORI A	06/01/2012
Refresh Page Attachme	ent Help	

httne. //hrie minus adu/trangaction/manisition/dimension

#### **WORKFLOW DETAILS**

#### **₩** INITIATOR INFORMATION

Initiator:

NEU,LORI A

Work Address: N411 CHA

Work Phone: 319-335-8874

Email:

lori-neu@uiowa.edu

#### **○** BASIC WORKFLOW INFORMATION

Complete (Through Workflow)

Last Modified By: GARCIA, CONSUELO

**Last Modified On:** *06/04/2012* **Draft Date:** 06/01/2012 **Date In Workflow: 06/01/2012 Complete Date:** 06/04/2012

#### **WORKFLOW ROUTING**

Sec	g#Approval Date	Approver	Approval	Routing	StatusComments	
3	06/04/2012	MODESTOU, JENNIFER AN	N May Appro	veEQUAL OP &	DIV Y	
2	06/04/2012	GARCIA, CONSUELO	May Appro	veCOMP AND C	LASSY	
1	06/01/2012	ABBOTT,MARK B	Required	DEPT	Υ	
1	06/01/2012	CURTIS, MARY COLLEEN	Required	DEPT	Υ	
0	06/01/2012	NEU,LORI A	Required	INITIATOR	Υ	

UniversityID: 00060770 | EmployeeID: 1007518 | Date: 12/17/2012 3:26 PM | Finance and Operations | Copyright © The University of Iowa 2012. All Rights Reserved.

## University of Iowa Workflow Sy Self Service Home

HR Applications

Workflow

HR Transactions

Purchase Reqs

FO/HR Workflow > Form Changes To Transaction # 3266519 (The most recent changes are listed first.)

Who Did This?	When Did They Do	To What Did They Do	What Was The Prior	What Was The New
	It?	This?	Value?	Value?
GARCIA,CONSUELO	04-JUN-12	LOW SALARY	0	49000

Direct Questions & Suggestions to workflow@ulowa.edu Human Resources is a department in the Finance and Operations organization. Copyright • 2000-2006 The University of Iowa. All rights reserved.

LANEU 3:30 PM 12/17/2012

## 短 THE UNIVERSITY OF LOWA

Welcome Lori Neu LOGOUT

## Jobs@UIOWA - Human Resources

## Pre-Interview Report #3302202

#### Pre-Interview Basic Information

Requisition # 61036(Ad | Requisition ) Org# Dept# 0425 Dept Name Intercollegiate Athletics Job Code PNB2 Title COMPLIANCE COORDINATOR Position Number 00040620 Pay Grade Phone Interviews will not be conducted.

On Campus Interviews will be conducted. Off Campus Interviews will not be conducted.

This is intended to be the last round of interviewing. Explanation of how related experience was defined:

Related experience was defined as NCAA Division I compliance experience. Years were calculated based on effort (fulltime vs parttime). Total years of experience included compliance work at other NCAA/NAIA levels.

Explanation of how related education was defined:

Required: Bachelor's Degree in any field.

Preferred: Juris Doctorate

Explanation of how equivalent education and experience was defined:

Not needed for this search.

Workflow Status Complete (Through Workflow)

#### Workflow Routing

<i>эец#</i>	Approval Date	Approver	Approval	Routing	Status	Comments
3	06/29/2012	MODESTOU, JENNIFER ANN	May Approve	EQUAL OP & DIV	Y	Sue Buckley satisified withe Conflict of Interest Mgmt. Plan in place for the search as of
	06/28/2012 06/28/2012 06/28/2012	BARTA, GARY ALLEN CURTIS, MARY COLLEEN CURTIS, MARY COLLEEN Key to above "Status" Column: N Not Approved V Violded	May Approve Required Required	R Requ		6/29/2012.

#### Pre-Interview Report

## Show/Hide Equal Opportunity and Diversity's Rating Legend

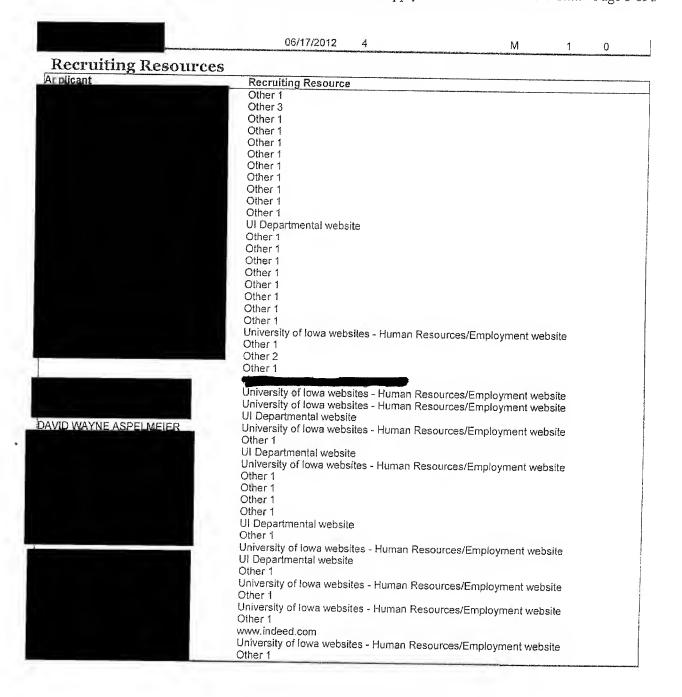
Candidates highlighted in yellow have been chosen to interview.

Candidates highlighted in light purple have been chosen to interview for the first time. Candidates with the Gender value of "\*", filled it on the Self Identification Form.

Candidates with a (C) at the end of their name have been marked for a possible conflict of interest.

Applicant	<u>Date</u> <u>Appl.</u> Received	Rating	Years of Rel. Exper.	Total Years of Exper.	Gender	Type of Appl	Action
ASPELMEIER, DAVID WAYNE	06/14/2012	2	11.5	11	ż	2	3
	06/05/2012	2	1	5	*	1	0
113.40	06/07/2012	2	1.5	2	*	1	0
AIMS, MONICA (C)	06/17/2012	2	2	3	*	1	3
	06/18/2012	2	5	6	*	1	0
	06/13/2012	2	2	3	*	1	3
	06/10/2012	2	2	3	M	1	3
	06/05/2012	2	2.5	3	*	1	3
	06/05/2012	4		<del></del>	*	1	0
	06/05/2012	4			ŵ	1	0
	06/05/2012	4			М	1	0
	06/18/2012	4			M	1	0
	06/10/2012	4			±	1	0

	06/08/2012	4			*	1	0
	06/05/2012	4			*	1	0
	06/14/2012	4			*	1	0
	06/18/2012	4			*	1	0
	06/14/2012	4			U	1	0
	06/05/2012	4			*	1	0
	06/12/2012	- 4			*	1	0
	06/12/2012	4			*	1	0
	06/14/2012	4			M	1	0
	06/14/2012	4			*	1	0
_	06/08/2012	4			М	1	0
	06/07/2012	4			*	1	0
Applicant	<u>Date</u> <u>Appl.</u> Received	Rating	Years of Rel. Exper.	Total Years of Exper.	Gender	Type of Appl	Action
-	06/06/2012	4			М	1	0
	06/11/2012	4			M	1	0
	06/06/2012	4			M	1	٥
	06/10/2012	4			М	1	0
	06/18/2012	4			*	1	0
	06/08/2012	4			*	1	0
	06/08/2012	4					
					M *	1	0
	06/05/2012	4				1	0
	06/18/2012	4			F	1	0
	06/17/2012	4			F	1	0
	06/18/2012	4			*	1	0
	06/05/2012	4			*	1	0
	06/06/2012	4			U	1	0
	06/06/2012	4			*	1	0
	06/17/2012	4			*	1	0
	06/12/2012	4			M	1	0
	06/05/2012	4			*	1	Ö
	06/12/2012	4			*	1	0
	06/15/2012	4			*	1	0
	06/06/2012	4			U	1	0
	06/14/2012	4			*	1	0
	06/07/2012	4			*	1	0
	06/10/2012	4			*	i 1	0
	06/06/2012	4			М	1	0
	06/17/2012	4			IVI *	1	0
November 1	Date Appl.	Rating	Years of Rel. Exper.	Total Years of	Gender	Type of Appl	Action
	Received		EADOI.	Exper.			
-	Received 06/12/2012	4	LABOL	Exper.	М	1	0
		4		Exper.	M *	1	0
	06/12/2012		Box A J Co I a	Exper.		•	
	06/12/2012 06/09/2012	4	b AJCI.	Exper.		1	0
	06/12/2012 06/09/2012 06/15/2012 06/17/2012	4 4	LAPOI	Exper.		1	0
	06/12/2012 06/09/2012 06/15/2012 06/17/2012 06/08/2012	4 4 4	LAPON	Exper.		1 1 1	0 0 0
	06/12/2012 06/09/2012 06/15/2012 06/17/2012 06/08/2012 06/08/2012	4 4 4 4	LAPON	Exper.	* * * * *	1 1 1	0 0 0 0
DRENSEN SHARI	06/12/2012 06/09/2012 06/15/2012 06/17/2012 06/08/2012 06/08/2012 06/06/2012	4 4 4 4 4	<u>LAPOT.</u>	Exper.	* * * * * M	1 1 1 1 1	0 0 0 0 0
DRENSEN, SHARI	06/12/2012 06/09/2012 06/15/2012 06/17/2012 06/08/2012 06/08/2012 06/06/2012 06/18/2012	4 4 4 4 4	<u> </u>	Exper.	* * * * * M	1 1 1 1 1 1 1 3	0 0 0 0 0 0
DRENSEN, SHARI	06/12/2012 06/09/2012 06/15/2012 06/17/2012 06/08/2012 06/08/2012 06/06/2012 06/18/2012 06/11/2012	4 4 4 4 4 4 4	<u>LAPOT</u>	Exper.	* * * * * M	1 1 1 1 1 1 1 3	0 0 0 0 0 0
DRENSEN, SHARI	06/12/2012 06/09/2012 06/15/2012 06/15/2012 06/08/2012 06/08/2012 06/06/2012 06/18/2012 06/11/2012 06/08/2012	4 4 4 4 4 4 4 4	<u>LAPOT</u>	Exper.	* * * * * M	1 1 1 1 1 1 3 1	0 0 0 0 0 0 0
DRENSEN, SHARI	06/12/2012 06/09/2012 06/15/2012 06/15/2012 06/08/2012 06/08/2012 06/06/2012 06/18/2012 06/11/2012 06/08/2012 06/08/2012	4 4 4 4 4 4 4 4 4 4	<u>LAPOT</u>	Exper.	* * * * * M	1 1 1 1 1 1 3 1 1	0 0 0 0 0 0 0
ORENSEN, SHARI	06/12/2012 06/09/2012 06/15/2012 06/15/2012 06/08/2012 06/08/2012 06/06/2012 06/18/2012 06/11/2012 06/08/2012	4 4 4 4 4 4 4 4	<u>LAPOT</u>	Exper.	* * * * * M	1 1 1 1 1 1 3 1	0 0 0 0 0 0 0



## 施 THE UNIVERSHY OF IOWA

Welcome Lorf Neu LOGOUT

Jobs@UIOWA - Human Resources

## Pre-Interview Report #3314076

#### Pre-Interview Basic Information

Requisition # 61036(Ad | Requisition ) Org# 08 Dept# 0425 Dept Name Job Code Intercollegiate Athletics PNB<sub>2</sub> Title COMPLIANCE COORDINATOR Position Number 00040620 Pay Grade Phone Interviews will not be conducted. On Campus Interviews will be conducted. Off Campus Interviews will not be conducted. This is intended to be the last round of interviewing. Explanation of how related experience was defined: Division I compliance experience, prorated depending on fulltime/parttime nature of position. Explanation of how related education was defined: Bachelor's Degree Explanation of how equivalent education and experience was defined: Bachelor's Degree

Workflow Status

Complete (Through Workflow)

#### Workflow Routing

	Approver	Approval	Routina	
07/10/2012	MODESTOU, JENNIFER ANN			Status Comments
07/10/2012	BARTA, GARY ALLEN	May Approve		Υ
	CURTIC MARY ACLEN	May Approve	DEANS GROUP	Υ
	CURTIS, MARY COLLEEN	Required	DEPT	Ý
01/10/2012	CURTIS, MARY COLLEEN	Required	INITIATOR	Ý
	Key to above "Status" Column:  N Not Approved		Y Appr	oved
44.5.51	V Voided			Jested Returned Approval

#### Pre-Interview Report

#### Show/Hide Equal Opportunity and Diversity's Rating Legend

Candidates highlighted in yellow have been chosen to interview.

Candidates highlighted in light purple have been chosen to interview for the first time.

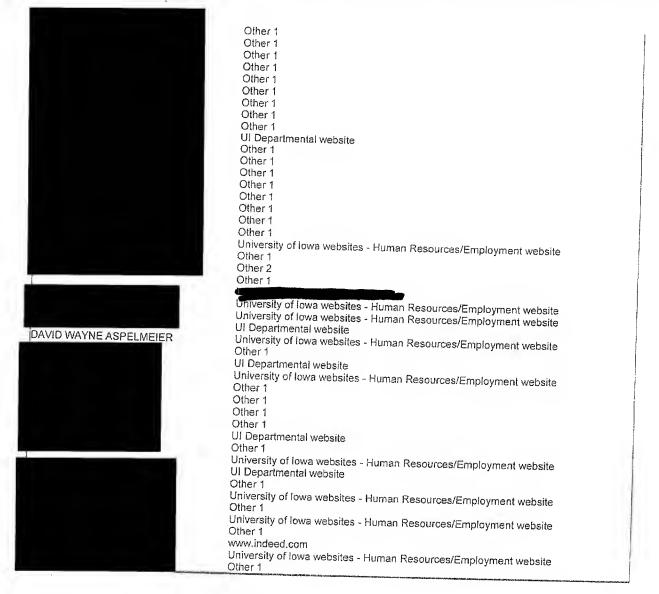
Candidates with the Gender value of "", filled it on the Self Identification Form.

Candidates with a (C) at the end of their name have been marked for a possible conflict of interest.

Applicant	<u>Date</u> Appl. Received	Rating	Years of Rel. Exper.	Total Years of Exper,	Gender	Type of Appl	Action
ASPELMEIER, DAVID WAYNE	06/14/2012	2	11.5	11	*	2	5
	06/05/2012	2	1	5	*	1	0
	06/07/2012	2	1.5	2	*	4	0
MIMS, MONICA (C)	06/17/2012	2	2	3	*	1	3
	06/18/2012	2	5	6	*	1	3
	06/13/2012	2	2	3	*	-1 -1	5 5
	06/10/2012	2	2	3	M	1	3
	06/05/2012	2	2.5	3	*	1	5
	06/05/2012	4			*	4	0
	06/05/2012	4			*	1	0
	06/05/2012	4			М	1	-
	06/18/2012	4			M	4	0
	06/10/2012	4			*	1	0
	06/08/2012	4			*	4	0
	06/05/2012	4			*	1	0
	06/14/2012	4			*	1	0
	06/18/2012	4			*		0
	06/14/2012					ı	0
	00/14/2012	4			U	1	0

	06/05/2012	4			*	1	0
	06/12/2012	4			*	1	0
	06/12/2012	4			*	1	0
	06/14/2012	4			М	1	0
	06/14/2012	4			t	1	0
	06/08/2012	4			M	1	0
	06/07/2012	4			*	1	0
Applicant	<u>Date</u> <u>Appl.</u> Received	Rating	Years of Rel. Exper	Total . Years of Exper.	Gender	Type of Appl	Action
	06/06/2012	4			М	1	0
	06/11/2012	4			M	1	0
	06/06/2012	4			M	1	0
	06/10/2012	4			M	1	0
	06/18/2012	4			k	1	0
	06/08/2012	4			*	1	0
	06/12/2012	4			M	1	0
	06/05/2012	4			*	1	0
	06/18/2012	4			F	1	0
	06/17/2012	4			F	1	0
	06/18/2012	4			*	1	0
	06/05/2012	4			*	1	0
	06/06/2012	4			U	1	0
	06/06/2012	4			*	1	0
	06/17/2012	4			*	1	0
	06/12/2012	4			М	1	0
	06/05/2012	4			*	1	0
	06/12/2012	4			*	1	0
	06/15/2012	4			*	1	0
	06/06/2012	4			U	1	0
	06/14/2012	4			*	1	0
	06/07/2012	4			*	1	0
	06/10/2012	4			*	1	0
	06/06/2012	4			M	1	0
	06/17/2012	4			*	1	0
Applicant	Date Appl. Received	Rating	Years of Rel. Exper.	Total Years of Exper.	Gender	Type of Appl	Action
	06/12/2012	4			М	1	0
	06/09/2012	4			*	1	0
	06/15/2012	4			*	1	0
	06/17/2012	4			*	1	0
	06/08/2012	4			*	7	0
	06/08/2012	4			*	1	0
	06/06/2012	4			M	1	0
ORENSEN, SHARI	06/18/2012	4			F	3	0
	06/11/2012	4			M	1	0
	06/08/2012	4			*	1	0
					*	1	0
	06/05/2012	4					
	06/05/2012 06/05/2012	4			*	1	0
					*	1 1	

Recruiting Res	ources	
Applicant	Recruiting Resource	
	Other 1	
	Other 3	



## 缸 THE UNIVERSITY OF IOWA

100

Welcome Lori Neu LOGOUT

#### Jobs@UIOWA - Human Resources

## Search and Selection Summary #3321857

Recommended Candidate: MONICA MIMS

Requisition # 61036(Ad | Regulsition ) Org # Dept# 0425 Dept Name Intercollegiate Athletics Job Code PNB<sub>2</sub> Title

COMPLIANCE COORDINATOR Position Number 00040620 Pay Grade

Working Title ASSOCIATE DIRECTOR OF COMPLIANCE-ATHLETICS

# Applicants Annual Salary Percent Time

\$47,000.00 - \$53,000.00 over 12 months Anticipated Start Date 08/01/2012

Candidate will not be appointed to a faculty appointment.

This form will not be routed to Compensation and Classification for Salary Justification.

References have been checked.

Appointment Type Existing P & S Position Requisition Workflow Status Complete (Through Workflow)

\*\* This form has been changed. To view changes, please click here \*\*\*

#### Workflow Routing

Seq#	Approval Date	Approver	Approval	Routing	Status	Comments
3	07/19/2012	MODESTOU, JENNIFER ANN	May Approve	EQUAL OP & DIV		Salary range updated per
2 1 0	07/18/2012 07/18/2012 07/18/2012	BARTA, GARY ALLEN CURTIS, MARY COLLEEN NEU, LORI A Key to above "Status" Column: N Not Approved V Voided	May Approve Required Required		Y Y Y	email from Mary Curtis.

#### Applicant List

Show/Hide Equal Opportunity and Diversity's Rating Legend

Attention: This requisition requires a Criminal Background check.

Candidates highlighted in yellow have been chosen to interview.

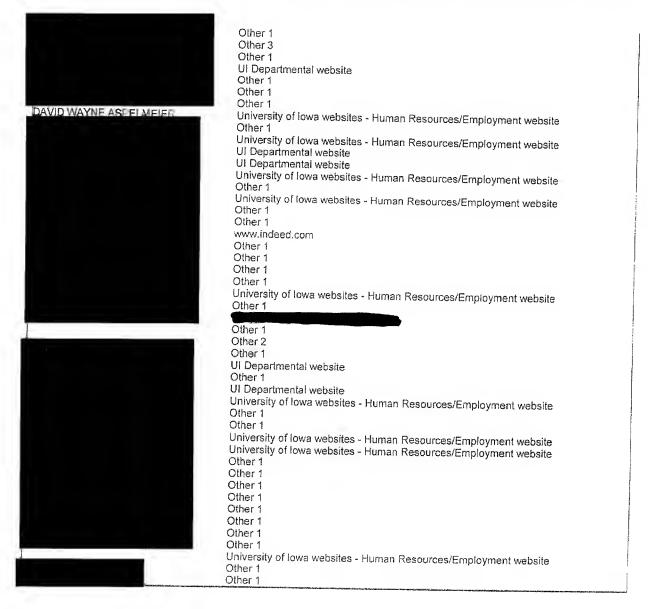
Candidates with the Gender value of "\*", filled it on the Self Identification Form.

Candidates with a (C) at the end of their name have been marked for a possible conflict of interest.

<u>Applicant</u>	<u>Date</u> Appl. Received	Rating	Years of Rel. Exper.	Total Years of Exper.	Gender	<u>Type</u> <u>of</u> <u>Appl</u>	Action	Post I-View Action	Reasor for Decline
	06/05/2012	2	2.5	3	+	1	5	0	
AVID WAYNE ASPELMEIER	06/14/2012	2	11.5	11	*	2	5	0	
	06/10/2012	2	2	3	M	1	3	2A	
	06/05/2012	2	1	5	*	1	0	0	
	06/07/2012	2	1.5	2	**	1	0	0	
	06/18/2012	2	5	6	i <del>-</del>	1	3	2A	
	06/13/2012	2	2	3	*	1	5	0	
DNICA MIMS(C)	06/17/2012	2	2	3	*	1	3	11	
	06/12/2012	4			M	1	0	0	
	06/05/2012	4			*	1	0	0	
	06/06/2012	4			M	1	0	0	
	06/06/2012	4			ż	1	0	0	
	06/14/2012	4			*	1	0	0	
	06/05/2012	4			M	1	0	0	
	06/08/2012	4			*	1	0	0	
	06/17/2012	4			М	1	0	0	
	06/05/2012	4			¥	1	0	0	

	06/14/2012	4			M	1	0	0	
	06/08/2012	4			*	1	0	0	
	06/08/2012	4			*	1	0	0	
	06/10/2012	4			M	1	0	0	
	06/12/2012	4			ŵ	1	0	0	
	06/06/2012	4			M	1	0	0	
	06/17/2012	4			*	1	0	0	
	06/18/2012	4			*	1	0	0	
Applicant	<u>Date</u> Appl. Received	Rating	Years of Rel. Exper.	Total Years of Exper.	Gender	Type of Appl	Action	Post I-View Action	Reaso for Declin
	06/08/2012	4			*	1	0	0	
	06/11/2012	4			*	1	0	0	
	06/18/2012	4			*	1	0	0	
	06/18/2012	4			F	1	0	0	
	06/14/2012	4			*	1	0	0	
	06/07/2012	4			*	1	0	0	
	06/17/2012	4			F	1	0	0	
	06/17/2012	4			*	1	0	0	
	06/05/2012	4			*	1	0	0	
	06/15/2012	4			*	1	0	0	
	06/05/2012	4			*	1	0	0	
	06/12/2012	4			*	1	0	0	
	06/05/2012	4			*	1	0	0	
	06/06/2012				М	1	0	0	
		4							
	06/06/2012	4			U	1	0	0	
	06/12/2012	4			M	1	0	0	
	06/12/2012	4				1	0	0	
	06/07/2012	4			*	1	0	0	
	06/06/2012	4			U	1	0	0	
	06/18/2012	4			*	1	0	0	
	06/10/2012	4			k	1	0	0	
	06/09/2012	4			*	1	0	0	
	06/05/2012	4			*	1	0	0	
	06/06/2012	4			M	1	0	0	
	06/05/2012	4	C. WOLFAN V.		*	1	0	0	
pplicant	<u>Date</u> <u>Appl.</u> <u>Received</u>	Rating	Years of Rel. Exper.	Total Years of Exper.	Gender	Type of Appl	Action	Post I-View Action	Reaso for Declin
	06/08/2012	4			*	1	0	0	
	06/17/2012	4			*	1	0	0	
	06/08/2012	4			M	1	0	0	
	06/12/2012	4			M	1	0	0	
	06/11/2012	4			M	1	0	0	
	06/10/2012	4			*	1	0	0	
HARI SORENSEN	06/18/2012	4			F	3	0	0	
UNIX OCILINOLIN	06/14/2012	4			U	1	0	0	
	06/15/2012	4			*	1	0	0	
	06/11/2012	4			M	1	0	0	
					V  *	1	0	0	
	06/05/2012	4			*			0	
		4			-	1	0	U	
	06/14/2012					4	Δ.	Λ	
	06/05/2012 06/05/2012 06/18/2012	4			* M	1	0	0	

Recruiting Resources	
Applicant	Recruiting Resource
	Other 1



# Instructions to the Open Employment Search Chair

#### **Record Retention**

Office of Equal Opportunity and Diversity Recruitment Manual Chapter IV, section J. states,

"Departments are required to retain the resumes and all search documents for all applicants for a period of four years following the closure of the search. Search committee members should turn over all notes and files they have to the search committee chair at the end of the search. The hiring department is responsible for maintaining the search file."

The following records shall be retained through HIRE@IOWA:

- Vacancy notice
- Letters of application, resumes, and reference lists
- Candidate rating scores
- "Permission to Interview" justification
- "Permission to Offer" justification

The Department of Athletics will establish a recruitment file for this search. The following records shall be collected by the Search Chair, placed in the master file and retained by the department for a minimum of four years.

- Ratings evaluation of applicants (see sample)
- Notes created when performing reference checks (see sample)
- Notes created when assessing the candidate's diversity skills (see sample)
- Any other documents collected for assessing a candidate's ability to perform the job.

The following materials may be destroyed or maintained at your discretion:

- Individual committee member notes, drafts of interview lists, or drafts of hiring justifications that were used to develop a final official product
- Materials relating to individuals you recruited who did not ultimately apply.

Completion of Search – Acknowledgement of Search Chair	Position: assoc Dr Completance
I have submitted all relevant search materials to the department	t for retention.
Mory Cours    Signature of Search Chair	
Print Name: Mary Cartis	
	·

## **Summary of Search Process Responsibilities**

## 1. Identify Position Requirements For Vacancy Advertisement and Candidate Evaluation

Establish basic (required) and preferred qualifications needed to perform the job. Candidates that possess both basic and preferred qualifications will be assigned the highest rating. Established qualifications may not exceed those listed within the position's P&S classification/salary grade. Once the search requisition is approved, there will be a two week advertisement period.

## 2. Recruitment of a Diverse Pool of Candidates

The Chair shall determine a recruitment plan that reaches diverse applicants, including networking to identify and recruit top women and minority candidates. The search committee shall use personal contacts to recruit the highest quality pool possible. When recruiting, do not promise complete confidentiality but inform potential candidates that nominations, recommendations, and applications for University employment received from outside lows state government shall be maintained as confidential in accordance with the terms of the lows open records law.

#### 3. Establishing a Diverse Search Committee

The Chair shall identify a committee that is diverse by gender and racial ethnicity. Seek outside minority faculty/staff as needed. A Presidential Committee on Athletics (PCA) member shall serve when the position works directly with student-athletes. Under special circumstances, the Chair and Director of Athletics may decide an alumni will also serve on the committee.

#### 4. Evaluating the Pool

The Chair shall input official ratings (meets all/some/none of basic or preferred requirements) and years of relevant and total experience (as defined by the Chair). The level of the search committee's involvement is at the discretion of the Chair. At the very least, the pool (or the highest rated subset) should be released to the entire committee for review. Informal ratings by each committee member are optional. Retain records if additional qualitative ratings are maintained.

#### 5. Conducting the Reference Checks

Reference checks can be conducted pre- or post-interview at the discretion of the Search Committee. Questions should focus on the candidate's job-related experience, qualifications, accomplishments, and experience with diversity. Ask the same basic questions about each candidate. See samples provided. Written notes should be taken by the individual interviewing the reference and should be retained in the search files.

#### 6. Pre-Interview Audit or Report

Once the search committee has determined which candidates they would like to interview (a minimum of three), the search committee chair completes the *Pre-Interview Report* in the Hire @ UIOWA application. A memorandum shall be attached with the rationale for the selection of interview candidates. Comments on each candidate are to be restricted to how he/she meets the required and preferred qualifications. The justification memo shall include all applicants with a rating equal to the interviewees.

**Diversity:** If the group of finalists does not include a minority candidate or, if appropriate, gender diversity, the Chair will be required to share recruitment efforts with the Director of Athletics. The director's approval is needed prior to submitting a Pre-Interview Report.

**Veterans Preference:** If a veteran who has requested and been approved for Veterans Preference is not selected for an interview, the justification memo must document specific reasons the veteran is not as qualified as those selected to interview.

**Furloughed Employees:** The search committee may be required to interview qualified furloughed University P&S employees per UI protocol. Depending on the timing of this notice, this may put the normal search process on hold.

#### 7. Interviews

Interviews may be offered and arranged once EOD approval is received. The Search Chair should instruct the committee in proper interviewing protocol. (See *Legal and Illegal Interview Questions*) All candidates must be interviewed in the same manner (e.g. by telephone, video conference or on-campus).

#### 28. Permission to Offer

When the search committee is ready-to recommend a candidate for hire, the Search Chair submits a *Search and Selection Summary* via Hire@UIOWA. Attached shall be (1) a justification memo comparing all interviewed candidates relative to basic and edistribute qualifications and any criteria that distinguish the recommended candidate from other applicants, (2) a copy of the draft offer letter, and (3) salary justification. The offer may be extended to the candidate once EOD approval is received.

**Veterans Preference:** If a veteran is interviewed but not selected as a final candidate, the justification memo must document the specific reasons why the veteran was not as qualified as the preferred candidate using the pre-established criteria for the position.

#### 9. Accepted Offer

When the Chair completes negotiations, a revised/final offer letter is sent to the candidate to sign and return. Forward the fully executed letter to Athletics HR. Notify search committee and remaining candidates that the position has been filled. The supervisor and future employee will receive onboarding information via email.

#### 10. Prepare Orientation Schedule For New Employee

**Associate Director of Compliance** 

Marica nimo USC - asst Dir of atul Compl. UI. AAUbid Studies 2007 Required Institution: Degree Bachelors Demo commitment -Rules institutional control 10m GA 1-3 yrs progressive Div I Comp 10m Gri 9m NCAA PostGrad Intern 14ms USC ASST Dir of atul Compl. Experience Demo comprehensive knowledge: NCAA, processes, interps, appeals, governance Skills Exc written & oral comm skills Excinterpersonal & organizational skills Proficiency: word, spreadsheets, databases, LSDBi, Cai Basic 411 Requirements All or Some= **Preferred** Juris Doctorate Degree UI 2010 Comp and SA educational programming at Div I, conference or NCAA Experience Supervisory Exp Proven experience with high profile sport programs Demonstrated familiarity w Skills social media Wildcard Preferred Some Requirements All or Some= 2 Years of Division I Experience

3

Years of Relevant Exp

## The University of Iowa Office of Equal Opportunity and Diversity Reference Check Template for Professional & Scientific Positions

Section I: Applicant Information	Monica	
Last Name	First Name	Middle Initial
Associative of Complete Position title	•	
Position title	College/Org and Department/U	Init
Section II: Reference Contacted		Coall Y
Ellen Ferris	usc	213 821- 4290 office (dell)
Person Contacted	Employer/Organization	Phone Number
Assoc. UP of Athl. Compliance Position title of person contacted:	Length of association to candi	date
Relationship to candidate:   Sup	ervisor   Co-Worker	Academic  Other Describe:
	,	
Section III: Candidate Informati		
Reference must be work relevant	t or related to academic backg	round
	usc	
Position title candidate held	Employer/Organizati	on Dates of employment
		's statement of his/her duties in the former
If yes, how would describe the		in this position? Very good, professional.
Evaluations/reviews t	wice a year and ge	ts outstanding marks
111 0		office has grown with NCAA
Infractions		9
4) Describe the candidate's know	ledge, skills and subject matter	expertise.
Very stong and	ewents to loarn.	
5) What areas could the candidate	improve upon?	·
Cu seriose	Relationly new in	the field.
caperiente.	1	

16) Is the candidate eligible for If no, can you share the result of the second of the	ire	that would be pertinent in contant to love her.  Time 29th 20	Outstanding worker
If no, can you share the re  17) Is there additional informate candidate for employment	They do not w	e that would be pertinent in con	nsidering this Outstanding worker
15) If known, why did the car	ndidate leave your employ?		
,	s adaptability to change? She can be cause somebody in Jast went about bject of any disciplinary action or laribe the circumstances and the out	can proceedings?	gh situation when und there was discuss
12) Describe the candidate's	ability to make sound and timely o	decisions.	
Good / Not	ta issue Very H	and worker	
	candidate's time management/orga	anization skills?	
10) How would you describe	e the candidate's relations with his	her customers?	
3/11 3	with and w	ithin Compliance o	ffice
9) How would you rate the	e candidate's interpersonal commun	nication skills? Uny Good	Communicate
8) How would you rate the	e candidate's writing and verbal co	mmunication skills? Very	Good
	's work ethic in the context of trust	worthiness, dependability and i	initiative.
7) Describe the candidate'			
work/academic environ	es of the candidate's experience winnent. (This is an appropriate qu	th and/or commitment to diversestion to ask for pay grades	sity in the 12 and above).

# The University of Iowa Office of Equal Opportunity and Diversity Reference Check Template for Professional & Scientific Positions

Section I: Applicant Information lims Middle Initial Position title College/Org and Department/Unit Section II: Reference Contacted MCAA Eligibility Center 317 223 - 0705
Employer/Organization Phone Number Position title of person contacted: / year NCAA Intendip

Length of association to candidate Relationship to candidate: Supervisor 

Co-Worker 

Academic 

Other Describe: Section III: Candidate Information Reference must be work relevant or related to academic background NCAA Intendip Position title candidate held Dates of employment Identify yourself, your institution, your reason for calling and the position for which the candidate is applying. If necessary, briefly describe the duties and responsibilities of the position the candidate is seeking. 1) Briefly provide the reference with a summary of the candidate's statement of his/her duties in the former position. Does this summary accurately reflect the candidate's duties and responsibilities? Yes Did you have an opportunity to observe and evaluate the candidate's performance? If yes, how would describe the candidate's work performance in this position? Outstanding. Very Detailed and analytical 3) How would you compare the work performance of this candidate with that of others who have held the same She was outstanding and one of best they have had. Describe the candidate's knowledge, skills and subject matter expertise.

Susan's only concern was that Monica was such a nice genuine person how would she handle saying "NO" to a coach wow with a hard decision

Gainned Valuable experience in all areas of compliance

5) What areas could the candidate improve upon?

			•
7) Descri	cribe the candidate's work ethic in the context of trust	tworthiness, dependability and initiative	
<i>O</i>	Dery very good. Took instruction co.	ell! Great follow thru an	d got this done
8) How v	would you rate the candidate's writing and verbal co	ommunication skills? Very Gard	RILLA
			is wilds relationship,
9) How w	would you rate the candidate's interpersonal commu	nication skills? very good	
10) How w	would you describe the candidate's relations with his	s/her customers?	
11) How w	would you rate the candidate's time management/org	anization skills? Oatstands	<u></u>
and for	ormer student athlete hy her	on top of everything	seig a lawyer
12) Describ	the the candidate's ability to make sound and timely	decisions.	
<i>U</i> <sub>e</sub>	Dery Analytical. Will study Situa	tion there before making	a decision.
	ribe the candidate's adaptability to change?		
14) Was the If yes, p	he candidate the subject of any disciplinary action or please briefly describe the circumstances and the out	legal proceedings? Na tcome.	
15) If known	wn, why did the candidate leave your employ?		
	candidate eligible for rehire? can you share the reasons why not?		
this is with	additional information that you would like to provid the for employment? Susan & Monica What she wants to do. She has to Acquired.	e that would be pertinent in considering is very unique in that is a ferrior for complian	this She lower compliance see that usually
Signatura of 1	f Parson Cheeking Deformer	June 28, 2012	
Signature of I	f Person Checking References	Date	

6) Please provide examples of the candidate's experience with and/or commitment to diversity in the work/academic environment. (This is an appropriate question to ask for pay grades 12 and above).

## **RATING FORM**-Assoc Director of Compliance, July 2012

Candidate's Name: Monica Mim	ıms	Rater's Name: <i>Ellie Herman</i>
Attended (check all that apply): _X_	_Search Ct	e; Presentation; Dinner;Individ Mtg
Please rate each category on a scale	of 1-5: 1=	inadequate; 2=poor; 3=average; 4=good; 5=excellent
Required /Desirable Qualifications	Rating	Comments
Degree/Equivalent	4	Has all of the required and desired qualifications including experience working for one year as an intern at the NCAA.
Progressive experience in D-I compliance role	4	Although only a year as a fulltime compliance employee, she served as a program aid at Arizona, a graduate assistant in compliance at Iowa, an intern at the NCAA, and now has been assistant director of compliance at USC for over a year.
Comprehensive knowledge of & experience in NCAA rules education, processes, interpretations, appeals, governance structure	4	Seems quite knowledgeable
Interpersonal, organizational skills; written & oral communication skills	5	Only able to evaluate what I observed during the interview – she made good eye contact, answered questions articulately with warm and humor where appropriate.
Proficient in technological processesonline data management, LSDBI, CAi	5	Her resume indicates she has experience working with the NCAA online data management system and other computer applications such as PowerPoint, Excel, etc.
Supervisory Experience		Not able to respond to this question
Experience in working with High Profile Sports Teams	4	Gave some good specific examples of working with USC's basketball program and the camps they run for potential SA's.

Experience in Student Athlete Educational Programming	5	Her current position as USC includes educational programming
Experience with Social Media (web & mobile-based technologies)	5	She described experiences at USC and their social media policy. She discussed monitoring high profile SA with "pro" potential. She also discussed seeking out Oklahoma compliance staff at a meeting to discuss how they use "tweeting" productively.
Understanding of and philosophical fit with lowa Athletics Student Services	5	Her experience as an Iowa S.A. and the law school internship here have given her 1 <sup>st</sup> -hand knowledge. She also has experiences in other programs that she has used to compare what Iowa does relative to other programs.
*Overall Rating	5	Continue to use 1-5 scale in determining your overall rating. (it does not need to be an average of other ratings.)  1=inadequate; 2=poor; 3=average; 4=good; 5=excellent

Other comments

# RATING FORM-Assoc Director of Compliance, July 2012

Candidate's Name: Mowica	7.1.	Rater's Name <u>Mary</u>	
Attended (check all that apply): $\underline{\hspace{0.1cm} \checkmark}$	Search C	te;/ Presentation; Dinner; Individ Mtg	
Please rate each category on a scale of	of 1-5: 1=	inadequate; 2=poor; 3=average; 4=good; 5=excellent	
Required /Desirable Qualifications	Rating	Comments	
Degree/Equivalent	5	JD	
Progressive experience in D-I compliance role	4	10mo NCAAIntern 14mo Asst Dir-USC 2.5yrs	
Comprehensive knowledge of & experience in NCAA rules education, processes, interpretations, appeals, governance structure active experience w/ waives, reinstatements, lung term view,	4	Developing #1 Statial eligibility : Amateurism #2 Monitoring bosics - Recruiting, Playing : Phatice, Thavel, extice benefits, promotions #3 Interps	
Interpersonal, organizational skills; written & oral communication skills	5	Engaging, addresses issue, a planner, articulates point  - Excellent written + cral skills  - Focuses on relationship building	
Proficient in technological processesonline data management, LSDBI, CAi	5	- Focuses on relationship building - Uses a variety of Doftware, Tuch LSDBI & CAi	
Supervisory Experience	3	gives assignments to interns, follows up - graduate & undergradu	iāli
Experience in working with High Profile Sports Teams	5	Exp i'dentifying type of SA to focus on, exp maniforing sidentifying concerns. WBB, MAW VB	

Experience in Student Athlete Educational Programming	4,5	& year GA - minority focus gloup + I SAAC - assisted with rules education
Experience with Social Media (web & mobile-based technologies)	4.5	- Strategic Planning for compliance account - Reviewing high profile SAS
Understanding of and philosophical fit with Iowa Athletics Student Services	5	Excellent - Knows philosophy, enbraces & values culture
*Overall Rating		Continue to use 1-5 scale in determining your overall rating. (it does not need to be an average of other ratings.)  1=inadequate; 2=poor; 3=average; 4=good; 5=excellent

Other comments

Compliance: + ## - delving note grey areas ? problem solving + SA interaction + good serve of institutional contral

Strong ethics, presents self well, skills developed, of JD, inquisitive, is still experimenting w/ best work style for on-campus compliance work, developing as a compliance person, has unique perspective of UI SA + NCAA + USC.

## RATING FORM-Assoc Director of Compliance, July 2012

Candidate's Name: MONICA	MI	MS Rater's Name <u>MEL SANDERS</u>
Attended (check all that apply):	Search Ct	e; Presentation;Dinner;Individ Mtg
Please rate each category on a scale o	f 1-5: 1=	inadequate; 2=poor; 3=average; 4=good; 5=excellent
Required /Desirable Qualifications	Rating	Comments
Degree/Equivalent	5	
Progressive experience in D-I compliance role	4	LESS THAN 2 YRS, BUT AT HIGH PROFILE BCS INSTITUTION ALSO HAS NCAD EXPERIENCE.
Comprehensive knowledge of & experience in NCAA rules education, processes, interpretations, appeals, governance structure	4	REGULAR RULES EDUCATION MTG5 + EXPERIENCE AT NCAA.
Interpersonal, organizational skills; written & oral communication skills	4	
Proficient in technological processesonline data management, LSDBI, CAi	4	
Supervisory Experience	3	LIMITED
Experience in working with High Profile Sports Teams	4	

Experience in Student Athlete Educational Programming	4	EXTENSIVE INVOLVEMENT AS A GA AT IOWA
Experience with Social Media (web & mobile-based technologies)	4	CURRENT TRACKS SOCIAL MEDIA ON POTENTIAL PRO- ATHLETES, ALSO TRACKS TWITTER
Understanding of and philosophical fit with Iowa Athletics Student Services	5	invitation,
*Overall Rating	5	Continue to use 1-5 scale in determining your overall rating. (it does not need to be an average of other ratings.)  1=inadequate; 2=poor; 3=average; 4=good; 5=excellent

Other comments

COMBINATION OF GREAT INTERPERSONAL SKILLS AND BCS LNCAA EXPERIENCE MAKE HER AN EXCEPTIONIAL CANDIDATE,

#### Curtis, Mary C

From:

Gene Parkin <gfparkin@engineering.uiowa.edu>

Sent:

Monday, July 16, 2012 9:39 AM

To:

Curtis, Mary C

Subject:

Candidates

Hi Mary,

You said you would like some written comments from us about the associate director of compliance candidates. I met with Monica Mims and with the rest of the search committee; I did not meet with

Of the two candidates I met, I think Monica is by far the most qualified and the best fit. She is articulate and seems very knowledgeable, and clearly has the most varied experience of all the candidates. Plus she has experience here at Iowa. Often when I am evaluating candidates, I ask the question "which of the candidates would I be most comfortable with or proud of when representing me and my group (whatever group that is)". Clearly Monica stands out here.

I hope these comments are helpful.

Gene

Gene F. Parkin, Ph.D., P.E.

Donald E. Bently Professor of Engineering Director, Center for Health Effects of Environmental Contamination Dept. of Civil & Environmental Engineering University of Iowa 319-335-5655

319-335-5660 (fax)

#### Curtis, Mary C

From:

Parker, Nancy L

Sent:

Saturday, July 14, 2012 1:35 PM

To:

Curtis, Mary C

Subject:

Assoc Dir Compliance Search Member observations

Mary: per your request:

#### MIMS:

Preferred educational credential, JD;

Experience at varied intercollegiate athletics institutions—NCAA & Eligibility Center; attended as SA, worked PT in compliance @ UI as law student; intern PAC 10; FT compliance @ PAC 10 institution—notably, an institution on probation required to establish and enforce new policies, protocols, institutional structure & scrutiny all of which provides relevant and valuable training ground for candidate & application to this institution;

Residual of work in athletics institutions affords candidate valuable professional networks to tap in the work @ this institution;

works with high profile teams & coaches;

exudes sense of professionalism, deportment & carriage-- important in communicating & working with internal & external constituencies—high profile coaches, athletics & institutional administrators, influential professional & business leaders, alumni and boosters;

experienced in application of social media in compliance role; as monitoring & educational tool with staff and students; experienced as a student athlete, graduate assistant and NCAA intern in SA educational programs;

excellent interpersonal and relationship-building -skills;

experienced with technological processes – NCAA applications, etc.

best & most integrated fit with institutional core values, principles of institutional control & culture; professionalism & presentation;

Preferred educational credential, JD;

Experienced @ D-I mid major & D-II about to transition to D-I but not a comparable institution or intercollegiate athletics program;

Exceptional verbal skills; and ability to translate theory to application;

Excellent problem-solving skills;

tacks the professionalism important to role of assoc dir – demeanor, confidence, physical presence in working with internal & external professionals, administrators, executives;

Lacks the experience, insight & sensitivity to pressures and demands on a compliance operation of D-I championship-caliber sports programs to ensure institutional control & spirit of compliance;

experienced with technological processes – NCAA applications, etc.

Impressive intellectual command of the concept of compliance; and impressive capacity to articulate how compliance is operationalized in an intercollegiate athletics program;

Educational credential, MS:

5 years progressive experience in all facets of compliance @ D-II institution that includes 2 D-I sports programs: rules interpretation & education; waivers; policy & protocol development;

1 yr PT intern experience @ D-I institution;

Lacks the breadth of experience, insight & sensitivity to pressures and demands on a compliance operation of a D-I championship-caliber sports programs;

Lacks the oral communication skills required to make public presentations to internal & external constituencies

Lacks the experience in	i & application of social media technology t	o compliance monitoring and rules education.
Left message with	3 <sup>rd</sup> reference (	) but out til Monday.
Nancy		

Associate Director of Compliance

	Name	
Required	Institution	
Degree	Bachelors	BA
Rules	Demo commitment - institutional control	
Experi <b>e</b> nce	1-3 yrs progressive Div I Comp Exp	21 mo - 22 mo -
	Demo comprehensive knowledge: NCAA, processes, interps, appeals, governance	Has assoc AD/Compl.
Skills	Exc written & oral comm skills	
	Exc interpersonal & organizational skills	
	Proficiency: word, spreadsheets, databases, LSDBi, Cai	
Basic Requirements	·	All

## Preferred

Freierreu		
Degree	Juris Doctorate	JD
	Comp and SA educational programming at Div I, conference or NCAA	√ MA
	Supervisory Exp	7 1-26As
	Proven experience with high profile sport programs	?
Skills	Demonstrated familiarity w social media	?
Wildcard		
Preferred		
Requirements	All or Some=	Some
	1	· · · · · · · · · · · · · · · · · · ·
ears of Division I	Experience	2
ears of Relevant	Exp	3

Curtis, Mary C	
From: Sent: To: Subject:	Parker, Nancy L Wednesday, June 27, 2012 8:52 AM Curtis, Mary C phone references
Mary: 2 references on	Wm BSK coach below came end of the day yesterday:
staff; learning about the very intelligent; has been	er." Resume description is accurate. Filled in for the AssocAD-Compl/SWA during maternity ignation in Dec 2011. A new SWA has been hired as of June 2012. Has a solid grasp of the cates a culture of service. Upon arriving a set about getting to know coaches & current systems, recommended & has implemented new policies & protocols. Very analytical; an outstanding addition to the operation. Supervises 1-2 grad assts. Is very responsive, in tasks. Works well with people.
Would like him to "take establish his territory."	more ownership in his position"; he would benefit from "putting a stake in the ground &
Would like to keep him.	
answers are always well the his boss, SWA, who acted listed and visits to coaches, just the dissention from any staff also coaches. He is "kind of quie coaches.	Candidate's resume description is accurate. Formerly @ D-II school for 10 yrs, mance of compliance staff @ D-II vs compliance @ D-I
lancy	

## Curtis, Mary C From: Parker, Nancy L Sent: Tuesday, June 26, 2012 4:44 PM To: Curtis, Mary C Subject: FW: How are you doing.... Compliance Position Reference Checks Addendum I asked Jack Dahm to get me his reference information so I could forward to you. This am, he reported leaving messages for all 3, but no response. Pete forwarded his reference info to Fred. N From: Parker, Nancy L Sent: Tuesday, June 26, 2012 4:42 PM To: Curtis, Mary C Subject: RE: How are you doing.... Compliance Position Reference Checks He Mary: see below in red: From: Curtis, Mary C Sent: Tuesday, June 26, 2012 3:44 PM To: Parker, Nancy L Subject: How are you doing.... Compliance Position Reference Checks Hi Nancy, I am working on the Pre-Interview Memo plus I will be calling the leading candidates with some resume clarification questions. I need your feedback to complete the justification portion of the memo. You can either email information back or call me at 335-9957 (office) or Candidate: <name> How are you doing on your reference checks? So far, only 1 of 3. That is, . Left several messages for the wm's bsk coach r-is out until next week. Have you run into any concerns or information that conflicts with what the candidate presented in his/her materials? Not so far. The 1 reference corroborates the candidate's resume. Would you consider the references excellent, good, mixed, or poor? I'd say excellent Have you discovered a question/clarification I should ask the candidate? I was about to call the candidate to recommend another reference...or 2 until I got this from you. Here are the notes I took:

leave & following her resignation in Dec 2011. A new SWA has been hired as of June 2012. Has a solid grasp of the legislation. He communicates a culture of service, not contention. Upon arriving @ , set about getting to know coaches & staff; learning about the current systems, recommended & has implemented new policies & protocols. Very analytical; very intelligent; has been an outstanding addition to the operation. Supervises 1-2 grad assts. Is very responsive, timely; follows through on tasks. Works well with people.

Supervised him last 6 months:

Would like him to "...take more ownership in his position"; he would benefit from "putting a stake in the ground & establish his territory." Would like to keep him.

Appreciate your feedback. If there are no additional complications, my goal is to get our request into workflow by the end of Wednesday. By the way, keep all your reference check notes/papers. I have to collect those from you to archive for a required amount of time. Don't worry about your penmanship!

#### Mary

Mary C. Curtis, Ph.D. Associate Director of Athletics HR, Compliance and Sport Administrator Phone: 319 335-9957

Fax: 319 335-9333

# RATING FORM-Assoc Director of Compliance, July 2012

Candidate's Name: Rater's Name Mary			
Attended (check all that apply): Search Cte; Presentation; Dinner; Individ Mtg			
Please rate each category on a scale of 1-5: 1=inadequate; 2=poor; 3=average; 4=good; 5=excellent			
Required /Desirable Qualifications	Rating		
Degree/Equivalent	15	JD	
Progressive experience in D-I compliance role	4.5	20 mo- 22 mo	
	4.5		
Comprehensive knowledge of & experience in NCAA rules education, processes, interpretations, appeals, governance structure	4.5		
Interpersonal, organizational skills; written & oral communication skills	35	Excellent writer askind saffectule, articulate but only average presenter . Slow to point Dues not project professionalism	
Proficient in technological processesonline data management, LSDBI, CAi	4.5.	Uses LSDB: CAi, NCAA Ama FOTHER database. Does not use ofther proprietary Software,	
Supervisory Experience	3	Supervise l GA who helps him coordinate projects	
Experience in working with High Profile Sports Teams	3	Has had very challenging coaches but no experience in a major Conference situation.	

Experience in Student Athlete Educational Programming	3,5	- Tutoring - - Caren adorsing projects - rules education
Experience with Social Media (web & mobile-based technologies)	3.5	High level of familiarity is twitter I compliance of lega interests; does not utilize
Understanding of and philosophical fit with Iowa Athletics Student Services	5.	Integrity, desire to only work in a culture of compliance t well being
*Overall Rating		Continue to use 1-5 scale in determining your overall rating. (it does not need to be an average of other ratings.)  1=inadequate; 2=poor; 3=average; 4=good; 5=excellent

Other comments

Compliance Strengths / satisfaction

#1 Complex interpretine setuations, problem solving

#2 Helping + working of others - waivers,

reinstatements, anterps

#3 Instincts excellent on building relationships

+ initiating investigations = hundling

grey areas

# RATING FORM-Assoc Director of Compliance, July 2012

Candidate's Name:	Rate	r's Name: Ellie Herman
Attended (check all that apply):	XSearch	Cte; Presentation; Dinner; Individ Mtg
Please rate each category on a scale of 1-5: 1=inadequate; 2=poor; 3=average; 4=good; 5=excellent		
Required /Desirable Qualifications		Comments
Degree/Equivalent	1	
	5	Has all of the required and desired qualifications
Progressive experience in D-I	4	Does have progressive D-1 experience but not at
compliance role		any major program or in a major conference
-		
Comprehensive knowledge of &	5	Seems strong in this area although not very good
experience in NCAA rules education,		and specifically identifying details of compliance
processes, interpretations, appeals, governance structure		Situations in which he was directly involved. Says
Baranas sa detaile		he likes to review/develop waiver.
la de la constante de la const		
Interpersonal, organizational skills; written & oral communication skills	4	His resume indicated he was "exceptional" or
White a drai communication skills		"Outstanding" in evaluations – which to me
		demonstrates a lack of understanding of what should or shouldn't be included in this sort of
		aocument. He indicates he is relatively
		introverted and while he's fine speaking to small
Proficient in technological	5	groups, aoesn't feel comfortable in large ones.
processesonline data		Seems to have experience in all of these areas
management, LSDBI, CAi		
Supervisory Experience	3	Not sure if he has ever had a "staff" to supervise
		but he clearly has experience supervising/advising
	4	coaches, etc.
Experience in working with High	4 1	Football and Basketball are high profile sports
Profile Sports Teams	$\epsilon$	everywhere however, his experience has not been
	i	n any high profile/big budget program.
		*

Experience in Student Athlete Educational Programming	5	Sounds like as the "one person" compliance officer he's had to figure out the most expedient way to do everything including educational programming.
Experience with Social Media (web & mobile-based technologies)	4	No monitoring of face-book etc. but does tweet and use social media on a personal/informational level
Understanding of and philosophical fit with Iowa Athletics Student Services	5	He asked good questions of us and seems to have a good understanding of the integrity of the program.
*Overall Rating	5	Continue to use 1-5 scale in determining your overall rating. (it does not need to be an average of other ratings.)  1=inadequate; 2=poor; 3=average; 4=good; 5=excellent

Other comments

My overall impression is that he has the appropriate knowledge and experiences to be successful in the position. That said, I was disappointed in his lack of professionalism in his interview attire. I felt his dress was way too casual for this type of interview – no shirt and tie and he needed a shave (in the afternoon I participated in a Track and Field candidate interview and he was in a shirt and tie). I also felt that he often rambled in trying to respond to a question and intermittently found it hard to pay attention to what he was saying. Toward the end of the interview he seemed to become more comfortable and made good eye contact, showed a nice personality, and even a bit of humor.

What three specific things about your current job give you the most satisfaction?

Helping, Challenges, research.

most Frustrating? regulatory/legislative setup.

NA What is the biggest error in judgment or failure you have made in one of your jobs?

Why didyou make it?

Howdid you correct the problem. Coruldint! Learn from it mea culpa - move on.

2) In one of your previous jobs, what problems did your identify that had previously been overlooked? Were Changes made? Who supported the changes as a result of your ideas.

Give me a specific example of a time you had to address an angry client. What was the problem ? What was the problem? What was the out care? How did you assess your rale in defusing the situation.

(3	I are you better at working a many hings at a
	I time, or are you better at working an ound getting
Microsoft () No was seen to 1 Hz and see so have been been come by common	results on a few specific Things? Please give
P. Malano P. api Iv. Middle F. W. vier I. aus Weinstell Marie, Salar	Lesants on a few specific Tungo? Please give 2 examples That illustrate Tues
IVENI 1996 Self Tellegas manufactures apparen	· //// matt. / the
eneroditane raficon, ne quiree in gyammenan	i- complex interps, walkaway projects.
in distanción del Bultonida, se e "adende biologica ina estado	2. Orners.
encoller normalijas, ir optainenta alterat etd anda sonat etc. d usksa	3. Most
(4)	Name one of your pest accomplish ments, including where the assignment carriefrom your plans
MP 4.7 mm/s decision and first decision of the second or t	where the assignment carriefrom your plans
addressed in the control of the cont	for carrying it out, how you eventually did carry it out, and any obstacles you over carre
	carry it out, and any obstacles you over
Marine him pigata da kana mana mana paka kana mana mana mana mana mana mana m	carrie?
j	
(G)	
(5)	Tell me about a time a supervisor criticized your work How did your respond?  understand why 'slear franit fostive too!  legal training not afraid to bring up difficult rungs
	work you did you respond?
	understand why 'slearn franct positive too!
	legal Training not of aid to bring up difficult truss
0	most creative idea you implemented/developed?
area arquestana mandara ar a capitar de	

	How has your education & experience prepared you for this position? M-Spt Magnit; Law-finalyan m & Mad - 9 mo as Lead. Great experience.
V	for this position? M- Sot Mount ! Law - find
	in that and an head and
	Why are you interested? - next progression, best fit, happy at the
	Resume Questions reinstatements reputation
NAV3	What is the sole of compliance at a DI school?
	Sout of 9 to the 1 H
4	Spirit & Intent vs lette of law:  Describe your experiences we NCAA rules & processes  - Personnel  - Personnel
11	- Personnel
12	- Promotions
12	- Amatlarism
13	- Recruiting
14 -	- Eligibelety - Initial
	Continuing
15	- Fin Aid - tenders/NU'S
	Squadlist
;	Evaluation
16 -	Awards
16	Compadmissions

Acont

Extra Benefits Travel

Eligibelity Center Hardship & Med noncounter Request Waivers Reinstatements

Self Reports

17 | CARA & Playing Seasons 17 Outside Competition.

S. Perceive as your strengths.

driven by auriosity, problem solve, waves, interps

weakness? introvert => attention to detail, look at diff perspectives first; explore people's motions = overtunk? Onerous; allué do has a purpose; paperworkpiles;

V6. Ex of difficult; sensitive usur you have handled. approach, steps, resolution, success:

() to myr waiver - build processes & policies as result

2) FB violation right as herne new FB staff - had to think about, be sensitive.

VI Diversity - Whathan	
Knowledge or understanding of diesely.  How do you use your interpers and spilled To be	
How do we was running of avenily?	Michigan Colony Supplementary
amende I a you interpers mil stills To make	-
How do you use your interpers mal skills To make someone feel comfortable if there is a discomfort due to differing cultural gethnic Background on Not diverse in enjoy, important; travel; adulties has diversely; shouthpersonal; professional, relation developing relationships; transparent	+
Motellier appening cultural gething Back ground	
Santa averse my orgy, imparant, travel; aduleties has diversit;	***************************************
strate personal, relation developing relationships	1
transparent transparent	
	***************************************
8 What do you see as the consequences of having a major violation?	
having a major violation	
A Describe man and and	*****
A Describe your experience with investigating sules violations?	
about- whatever I do 7	
chat-what records do we have? as kopen suded questions.	
	-
	enemoja.
10. In your opinion, in what areas do most rules infractions occur & why.	etterna,
rules infractions occur & when	
13.	
	- !
	-
	_

11. What is the importance of rules ed for coaching stepp? martily newsletter, martily coaches dut; organize ayclical needs.

What is your experience with and approach To rules education.

\* What the most creative i dea you developed / implemented?

12. Give an example tuat exemplifies your writing skills?

Speaking skills?

Bulls ed but no montance

Rules ed but no monitaire. Luse turter in compliance, law & business. Social Science techniques to influence others.

Do night Jung!

	P6
W)	Whatare the means by which you communicate
er van de de verske gebeure van naar en naar van de verske van de verske van de verske van de verske van de ve	Whatare the means by which you communicate with coaches, stopp, supervisors? How
and the state of t	No you determine which nethod is most west
E Not the last the management of the state o	Write ~ email ~ Keeps all ansame page 'go to office bust
	No you determine which method is most effective? Write ~ email ~ Keeps all on same page; go to office, bust in follow-up questions.
the spring of the standard of the spring of	TANA MARKA
15	Describe a specific time when you handled a tough problem which challenged jainners, equity or ethical issues:
	problem which challenged towners aguit and
	issues.
:	
16	Describe a decision una madi en a + +
	That you disting have randled my to
	Describe a decision you made er a setuation Trut you be med handled differently if you had it to do over again.
	Times I wish I could do all over again - I'm a big
! [	perture guy & Adgoals when dant Know where to start.
17	What do low at to a 75
18	What do love abort compliance? Favorile problems?
*	
×	heast large to account to
	heast favorite component? Problems?
1 6	ha ti t pi
	most frustrating aspect of work environment?
· · · · · · · · · · · · · · · · · · ·	
1	for do you resolve pustrations?
-	
	The state of the s

# RATING FORM-Assoc Director of Compliance, July 2012

Candidate's Name:	,	Rater's Name_MEL_SANDERS
Attended (check all that apply):	Search	Cte; Presentation; Dinner; Individ Mtg
Please rate each category on a scale	e of 1-5:	1=inadequate; 2=poor; 3=average; 4=good; 5=excellent
Required /Desirable Qualifications		•
Degree/Equivalent		
Du	5	
Progressive experience in D-I compliance role	3	NO BCS LEVEL EXPERIENCE
Comprehensive knowledge of & experience in NCAA rules education, processes, interpretations, appeals, governance structure	4	,
Interpersonal, organizational skills;		
written & oral communication skills	4	
Proficient in technological processesonline data management, LSDBI, CAi	4	
upervisory Experience	3	DOES NOT SUPERVISE ANY FULL-TIME EMPLOYEES
xperience in working with High rofile Sports Teams		LESS THAN 2 YEARS AS FULL TIME COMPLIANCE COCRDINATOR NO EXPERIENCE AT BCS LEVEL

Experience in Student Athlete Educational Programming	3	LIMITED TO COMPLIANCE RELATED ISSUES.
Experience with Social Media (web & mobile-based technologies)	3	USES SOCIALLY, BUT NOT PROFESSIONALLY
Understanding of and philosophical fit with Iowa Athletics Student Services	4	I THINK HE WOULD BE A GOOD FIT, ALTHOUGH I WAS CONCERNED BY HIS COMMENT ABOUT GIVE + TAKE "WITH COACHES
*Overall Rating	4	Continue to use 1-5 scale in determining your overall rating. (it does not need to be an average of other ratings.)  1=inadequate; 2=poor; 3=average; 4=good; 5=excellent

Other comments

SUPER INTELLEGENT. HAS A LEGAL BACKGROUND AND STRONG UNDERSTANDING COMPIANCE ISSUES. GREAT ABILITY TO THINK "OUTSIDE THE BOX", HOWEVER, HIS LACK OF PROFESSIONALISM IN REGARDS TO DRESS (VERY CASUAL, NO TIE OR SPORT COAT, UNSHAUEN) MAKES ME QUESTION IF HE IS TRULEY READY TO STED UP TO THIS LEVEL,

	Name	
Required	Institution	
Degree	Bachelors	BA
Rules	Demo commitment - institutional control	Yes
Experience	1-3 yrs progressive Div I Comp Exp	5yrs - 2yrs Int
	Demo comprehensive knowledge: NCAA, processes, interps, appeals, governance	Yes
Skills	Exc written & oral comm skills	OK
	Exc interpersonal & organizational skills	Yes
	Proficiency: word, spreadsheets, databases, LSDBi, Cai	405
Basic Requirements		All

#### Preferred

Years of Relevant Exp

Degree	Juris Doctorate	NO BUT MS.
	Comp and SA educational programming at Div I, conference or NCAA	Yes.
Experience	Supervisory Exp	Not fulltime
	Proven experience with high profile sport programs	No
Skills	Demonstrated familiarity w social media	?
Wildcard		
Preferred	i i	
Requirements	S All or Some=	Some
		<i>F</i> -
ears of Division I Experience		つ <u>つ</u>

# RATING FORM-Assoc Director of Compliance, July 2012

Candidate's Name:	Rater	's Name: Ellie Herman		
Attended (check all that apply):	_Search C	te; Presentation; Dinner;Individ Mtg		
Please rate each category on a scale of 1-5: 1=inadequate; 2=poor; 3=average; 4=good; 5=excellent				
Required /Desirable Qualifications	Rating			
Degree/Equivalent	4.5	Has an MA in Sports Management but no law degree.		
Progressive experience in D-I compliance role	3	Most of his experience has been at the small college level with an internship at D1 prior to current position.		
Comprehensive knowledge of & experience in NCAA rules education, processes, interpretations, appeals, governance structure	5	Has had to "do it all" in the small institution in which he is currently employed. Had a year of internship at ISU so has D1 experience		
Interpersonal, organizational skills; written & oral communication skills	5	He discussed having an open-door policy, being service-oriented, and strives for positive interpersonal and communication skills		
Proficient in technological processesonline data management, LSDBI, CAi	5	In his "had to do it all" situation, personally manages all of these NCAA programs.		
Supervisory Experience	3	Has only supervised a Graduate Assistant. Would love one every year but doesn't always get one.		
Experience in working with High Profile Sports Teams		He may have done this at ISU as an intern and he does work with high profile programs in his institution – but it is a small college and football and basketball are D2. That said he discussed the politics and variability in treatment of rules and expectations relative to individual sport teams.		

Experience in Student Athlete Educational Programming	4	Based on the resources he has in terms of time and financial support, he seems to do what he can. He listed they ways he tries to inform SA's (and coaches) and has ideas for trying to make one of his presentations more interesting for SAs'.
Experience with Social Media (web & mobile-based technologies)	2	Based in his comments this is clearly an area which he views as important but one that he just hasn't had time for. Mentioned it as a goal for future growth.
Understanding of and philosophical fit with Iowa Athletics Student Services	4	Wants to work in the Big Ten, return to his Midwest roots, and he values U of Iowa as a great program he'd like to be a part of
*Overall Rating	4	Continue to use 1-5 scale in determining your overall rating. (it does not need to be an average of other ratings.)  1=inadequate; 2=poor; 3=average; 4=good; 5=excellent

Other comments

was a pleasant, capable candidate. I believe he could do the job but of the three candidates interviewed, he would be number #3 for me.

# RATING FORM-Assoc Director of Compliance, July 2012

Candidate's Name:		Rater's Name M. Custio
Attended (check all that apply): 🗹	Search C	te; Presentation; Dinner; Individ Mtg
		=inadequate; 2=poor; 3=average; 4=good; 5=excellent
Required /Desirable Qualifications	Rating	Comments
Degree/Equivalent	\$	Masters
Progressive experience in D-I compliance role	4	14v-intern D1 7-54rs multidivisional
Comprehensive knowledge of & experience in NCAA rules education, processes, interpretations, appeals, governance structure	4	DIV II+ some Div. I
Interpersonal, organizational skills; written & oral communication skills	2	Organizes Groughts, Knows processes but has poor Presentation skills.
Proficient in technological processesonline data management, LSDBI, CAi	\$	Closes LSDBi: CAi AMA, C
Supervisory Experience	3	Interns only
Experience in working with High Profile Sports Teams	2.	none

Experience in Student Athlete Educational Programming	2	None other than Creative Complionce Destification
Experience with Social Media (web & mobile-based technologies)	3.	Personal use; no special monitoring
Understanding of and philosophical fit with Iowa Athletics Student Services	5	
*Overall Rating	3	Continue to use 1-5 scale in determining your overall rating. (it does not need to be an average of other ratings.) 1=inadequate; 2=poor; 3=average; 4=good; 5=excellent

Other comments

## RATING FORM-Assoc Director of Compliance, July 2012

Candidate's Name:		Rater's Name	Z SANDERS
Attended (check all that apply):	_Search Ct		
Please rate each category on a scale	of 1-5: 1=	inadequate; 2=poor; 3=average	e; 4=good; 5=excellent
Required /Desirable Qualifications	Rating	Comments	
Degree/Equivalent	4	-	
Progressive experience in D-I compliance role	3	FBS EXPERIENCE INTERNSHIPS. FULLTIME EXPERIMENTAL	LENCE AT
Comprehensive knowledge of & experience in NCAA rules education, processes, interpretations, appeals, governance structure	4		
Interpersonal, organizational skills; written & oral communication skills	3	NEVER SEEMED COMFORTABLE	COMPLETELY
Proficient in technological processesonline data management, LSDBI, CAi	4		
Supervisory Experience		ONE MAN SHOP. SUPERVISE ANY EMPLOYEES	
Experience in working with High Profile Sports Teams	3	LIMITED - LOWER MBB + NO FOOTS	
<u></u>	4	•	-1

Experience in Student Athlete Educational Programming	3	LIMITED TO COMPLIANCE RELATED ISSUES
Experience with Social Media (web & mobile-based technologies)	3	USES SOCIALLY, BUT NOT PROFESSIONALLY
Understanding of and philosophical fit with Iowa Athletics Student Services	4	PROFESSIONAL & PERSONAL VALUES SEEM TO BE A GOOD FIT.
*Overall Rating Other comments	3	Continue to use 1-5 scale in determining your overall rating. (it does not need to be an average of other ratings.)  1=inadequate; 2=poor; 3=average; 4=good; 5=excellent

Other comments

HAS STRONG DESIRE TO BE A HAWKEYE, BUT HAS LIMITED EXPERIENCE IN BCS LEVEL COMPLIANCE. COULD BENEFIT IROM MORE PROFESSIONAL DEVELOPMENT

**Associate Director of Compliance** Name: Required Institution: Degree Bachelors Demo commitment -Yes Rules institutional control 10 mo -1-3 yrs progressive Div I Comp Experience 2/2419 -Ехр Demo comprehensive knowledge: NCAA, processes, Coord II - Ass Div-Compt Media Relation interps, appeals, governance Skills Exc written & oral comm skills Exc interpersonal & organizational skills Proficiency: word, spreadsheets, databases, LSDBi, Cai Basic Requirements All or Some=

#### **Preferred**

Degree	Juris Doctorate	No But MA
	Comp and SA educational programming at Div I, conference or NCAA	Yes
Experience	Supervisory Exp	0
	Proven experience with high profile sport programs	0
Skills	Demonstrated familiarity w social media	?
Wildcard		
Preferred Requirements		Some
Nequirements	S All or Some=	Jorra
Years of Division   Experience		
Years of Relevant Exp		5

Name:

Required	Institution	
Degree	Bachelors	BS
Rules	Demo commitment - institutional control	
Experience	1-3 yrs progressive Div I Comp Exp	1/24rs GAintein-
	Demo comprehensive knowledge: NCAA, processes, interps, appeals, governance	✓
Skills	Exc written & oral comm skills	· · · · · · · · · · · · · · · · · · ·
	Exc interpersonal & organizational skills	
	Proficiency: word, spreadsheets, databases, LSDBi, Cai	✓
Basio Requirements		All

#### Preferred

Years of Division I Experience

Years of Relevant Exp

Degree	Juris Doctorate	nm n. + ma
Degree	3d 13 Doctorate	NO But MS
	Comp and SA educational programming at Div I,	/
	conference or NCAA	
Experience	Supervisory Exp	?
	Proven experience with high profile sport programs	0
Skills	Demonstrated familiarity w social media	0
Wildcard		
Preferred Requirements		Some
Requirements	S All or Some=	Some

Name:	4	P

Required	Institution	- Lanen -
Degree	Bachelors	
Rules	Demo commitment - institutional control	
Experience	1-3 yrs progressive Div I Comp Exp	romo Intern- 6 mo GA Intern
	Demo comprehensive knowledge: NCAA, processes, interps, appeals, governance	0
Skills	Exc written & oral comm skills	
	Exc interpersonal & organizational skills	
	Proficiency: word, spreadsheets, databases, LSDBi, Cai	
Basic Requirements		Some

#### Preferred

Degree	Juris Doctorate	No	-M5			
Function	Comp and SA educational programming at Div I, conference or NCAA			,	·	
Experience	Supervisory Exp					
	Proven experience with high profile sport programs				Tel.	
Skills	Demonstrated familiarity w social media					
Wildcard						
Preferre				<del></del>		
Requirement	S All or Some=					•

Years of Division I Experience

Years of Relevant Exp

Name: Required Institution: Degree Bachelors Demo commitment -Rules institutional control 23 mo GA 1-3 yrs progressive Div I Comp Experience 5 mo intern Ехр Demo comprehensive knowledge: NCAA, processes, interps, appeals, governance Skills Exc written & oral comm skills Exc interpersonal & organizational skills Proficiency: word, spreadsheets, databases, LSDBi, Cai Basic Requirements All or Some= **Preferred** Juris Doctorate Degree Comp and SA educational programming at Div I, conference or NCAA Experience Supervisory Exp Proven experience with high profile sport programs Demonstrated familiarity w Skills social media Wildcard Preferred Requirements All or Some= Years of Division I Experience Years of Relevant Exp

Associate Director of Compliance

Associate Director of Compliance

Name:

Name:

Degree Bachelors

Rules Demo commitment institutional control

Experience 1-3 yrs progressive Div I Comp
Exp

Iyr Volumble
Iy within Qual Qual

	knowledge: NCAA, processes, interps, appeals, governance	0
Skills	Exc written & oral comm skills	
	Exc interpersonal & organizational skills	$\checkmark$
	Proficiency: word, spreadsheets, databases, LSDBi, Cai	7

Demo comprehensive

Basic
Requirements All or Some=

Preferred

Degree	Juris Doctorate	JD-
	Comp and SA educational programming at Div I, conference or NCAA	Some
Experience	Supervisory Exp	7
	Proven experience with high profile sport programs	No
Skills	Demonstrated familiarity w social media	7
Wildcard		
Preferred Requirements		Some

Some

Years	of	Division	I	Experience
-------	----	----------	---	------------

Years of Relevant Exp

3 yr.	
Zon	*

### Curtis, Mary C

From:

Aspelmeier, David W

Sent:

Friday, July 06, 2012 3:04 PM

To:

Curtis, Mary C

Subject:

Associate Director of Compliance Position

Mary,

After careful thought and consideration, I am respectfully withdrawing my name from the Associate Director of Compliance search. Please let me know if you have any questions. Have a great weekend.

David W. Aspelmeier Assistant Director of Compliance University of Iowa 5240 Carver-Hawkeye Arena Iowa City, IA 52242 Office Phone: 319-335-9215

Cell Phone:

		as a mester of combinance
	Name	e: DAVE A
Required	Institution	·
Degree	Bachelors	1 BA - Core
Rules	Demo commitment - institutional control	Yes
Experience	1-3 yrs progressive Div I Comp Exp	
	Demo comprehensive knowledge: NCAA, processes, interps, appeals, governance	Yes. regaining skills
Skills	Exc written & oral comm skills	Yes
	Exc interpersonal & organizational skills	Yes
	Proficiency: word, spreadsheets, databases, LSDBi, Cai	Yes
Requirements		A-11
eferred		
Degree	Juris Doctorate	NO BUT MA-COUL WALL
	Comp and SA educational programming at Div I, conference or NCAA	Yes
Experience		

Degree	Juris Doctorate	NO BUT MA-COUL WALL
Experience	Comp and SA educational programming at Div I, conference or NCAA	Yes
	Supervisory Exp	Functional only
	Proven experience with high profile sport programs	Yes-
Skills	Demonstrated familiarity w social media	Partially
Wildcard		
Preferred Requirements	All or Some=	Some

Years of Division I Experience

Years of Relevant Exp

11.5

11,5

### Curtis, Mary C

From:

Parker, Nancy L

Sent:

Monday, July 02, 2012 9:41 AM

To:

Curtis, Mary C

Subject:

Good morning: accepted a compliance position @ and has withdrawn from our search. Per phone call this am 7.2.12.

Ν

	Nam	e: (
Required	Institutio	n:
Degree	Bachelors	Ba
Rules	Demo commitment - institutional control	
Experience	1-3 yrs progressive Div I Comp Exp	4 mo Compliance Intern
	Demo comprehensive knowledge: NCAA, processes, interps, appeals, governance	26mo - CA
Skills	Exc written & oral comm skills	✓
	Exc interpersonal & organizational skills	/
	Proficiency: word, spreadsheets, databases, LSDBi, Cai	/
Basic		

_		_		
P	ra	fei	rrc	м

Requirements

Degree	Juris Doctorate	INO BUT
Experience	Comp and SA educational programming at Div I, conference or NCAA	1
	Supervisory Exp	7,
	Proven experience with high profile sport programs	7
Skills	Demonstrated familiarity w social media	?
Wildcard		Coached.
Preferred		
Requirements	All or Some=	Some

All or Some=

Years of Division I Experience

lears of Relevant Exp

2.5	
3	



From:

Gray, Peter V

-Sent:

Tuesday, June 26, 2012 3:49 PM

To:

Curtis, Mary C

Subject:

RE: How are you doing... Compliance Position Reference Checks

From: Curtis, Mary C

Sent: Tuesday, June 26, 2012 3:43 PM

To: Gray, Peter V

Subject: How are you doing.... Compliance Position Reference Checks

Hi Pete,

I am working on the Pre-Interview Memo plus I will be calling the leading candidates with some resume clarification questions. I need your feedback to complete the justification portion of the memo. You can either email information back ör call me at 335-9957 (office) or (cell).

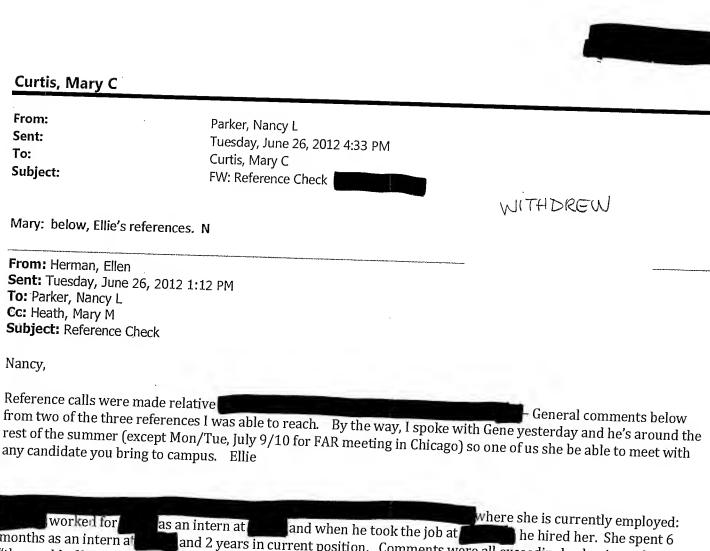
Candidate:

How are you doing on your reference checks? Was able to contact two of the three. I submitted them to Fred yesterday. Have you run into any concerns or information that conflicts with what the candidate presented in his/her materials? NO, Other than his experience has all been at the graduate assistant level as opposed to full time. We supposed that might be the case according to the timeline of his resume, but the references confirmed that. Would you consider the references excellent, good, mixed, or poor? References were good with both mentioning his need to work on presentation skills and verbal communication skills..(i.e.: Boring to listen to.) Have you discovered a question/clarification I should ask the candidate? No.

Appreciate your feedback. If there are no additional complications, my goal is to get our request into workflow by the end of Wednesday. By the way, keep all your reference check notes/papers. I have to collect those from you to archive for a required amount of time. Don't worry about your penmanship!

Mary

Mary C. Curtis, Ph.D. Associate Director of Athletics HR, Compliance and Sport Administrator Phone: 319 335-9957 Fax: 319 335-9333



where she is currently employed: months as an intern at and and when he took the job at he hired her. She spent 6 and 2 years in current position. Comments were all exceedingly glowing – thinks "the world of her," "does a fantastic job," "will hit the ground running," etc. They divide their compliance work into sports and each compliance officer must know everything as they are the primary contact for their sports. They have a very diverse SA's and coaching staff and a scommitted to their success, easy to talk to, supportive, flexible, conscientious, and a thoughtful decision-maker. Indicated that as commonly happens in compliance, she had one small issue/mistake that ended up as a secondary violation in which they gave her a letter of admonishment. He says she has a "bright future" and if we bring her to campus, we will "be impressed."

conference so I emailed him about a time to speak but as yet haven't heard anything.

### Curtis, Mary C

From:

Herman, Ellen

Sent:

Wednesday, June 27, 2012 3:20 PM

To:

Parker, Nancy L; Curtis, Mary C

Subject:

final reference check

Hi,

I was just able to speak with the third reference check for



Sent from my iPhone

Results from this phone conversation were similar to the other two references. Said things like "She was great!" She is fantastic, efficient, I can't say one bad thing about her." He also said that of the 5 law school externs he had when he oversaw that program, she was by far the best. He thought so much of her work he actually recommended her to for the externship she had there for a couple of years (he had been there previous to the conference office).

Ellie

Associate Director of Compliance Name: Required Institution: Degree Bachelors Demo commitment -Rules institutional control WGF, NTN, Rifle 1-3 yrs progressive Div I Comp 11 mo Experience GA-Compl. Exp Compl Coord - 5 spis: xC, Tyf 5m0 21 mo. Demo comprehensive knowledge: NCAA, processes, WBB, WTN, MGF interps, appeals, governance Skills Exc written & oral comm skills Exc interpersonal & organizational skills Proficiency: word, spreadsheets, databases, LSDBi, Cai Basic Requirements All or Some= Preferred Degree Juris Doctorate Comp and SA educational programming at Div I, conference or NCAA Experience フ Supervisory Exp Proven experience with high OK profile sport programs Demonstrated familiarity w Skills フ social media institutional compliance reviews Wildcard Preferred some Requirements All or Some= 2. Years of Division I Experience Years of Relevant Exp